

JOHN EDGAR HOOVER  
DIRECTOR

# Federal Bureau of Investigation

U. S. Department of Justice

Washington, D. C.

July 6, 1935.

CT:ACS

Mr. Tolson	.....
Mr. Clegg	.....
Mr. Glavin	.....
Mr. Ladd	.....
Mr. Nichols	.....
Mr. Rosen	.....
Mr. Tracy	.....
Mr. Carson	.....
Mr. Egan	.....
Mr. Gurnea	.....
Mr. Harbo	.....
Mr. Hendon	.....
Mr. Jones	.....
Mr. Quinn	.....
Mr. Nease	.....
Mr. Schacht	.....
Mr. Seligman	.....
Mr. Egan	.....
Mr. Tamm	.....
Mr. Clegg	.....
Miss Gandy	.....

## MEMORANDUM FOR THE DIRECTOR.

I am in receipt of your memorandum dated July 5, 1935, covering the matter of the Executives' Conference meeting on Wednesday, July 3rd.

I have always made it a practice to indicate to you any suggestions which I have for the improvement of the service or any objections which occur to me to policies and practices in the administration of the Bureau.

You are advised, in response to your specific inquiry, that I am not in disagreement with any policies, procedure, activities or other forms of operation of the Bureau. If at any time I do disagree with such policies, procedure, activities or forms of operation, I shall communicate such objections to you.

Respectfully,

  
Clyde Tolson.

JUL 20 1935

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U. S. DEPT. OF JUSTICE  
TOLSON

Federal Bureau of Investigation

U. S. Department of Justice

Washington, D. C.  
July 2, 1935.

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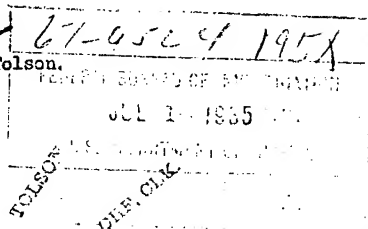
MEMORANDUM FOR THE DIRECTOR.

In conformity with the requirements of the Manual of Rules and Regulations, the following information is submitted:

- (a) Marital status - single.
- (b) Organizations with which connected:
  - International Association of Chiefs of Police
  - Sigma Nu Fraternity
  - Phi Delta Phi Legal Fraternity
  - Masonic Order
  - University Club
  - Columbia Country Club
  - Lieutenant-Commander, Naval Intelligence Service.
  - Aide-de-Camp on the Staff of the Governor of Kentucky.
- (c) Legal residence - Cedar Rapids, Iowa.
- (d) Education - A. B. Degree - George Washington University, 1925;  
LL. B. Degree - " " " 1927;  
Member of District of Columbia Bar.
- (e) Person to be notified in emergency - Hillory A. Tolson,  
1332 Farragut Street, N. W.,  
Washington, D. C.
- (f) Hillory A. Tolson, Brother, employed by National Park Service,  
Department of the Interior.
- (g) None

Respectfully,

Clyde Tolson.



July 5, 1935.

MEMORANDUM FOR MR. TOLSON

CLARK ✓  
COFFEY ✓  
HARRIS ✓  
LEAH ✓  
GLAVIN ✓  
LANT ✓

LESTER ✓  
NATHAN ✓  
QUINN ✓  
SCHEIDT ✓  
TAMM ✓  
TRACY ✓

I am very much concerned over the report made to me by Mr. Tolson concerning certain discussion occurring in the last meeting of the Executives' Conference. As I understood it, these discussions arose out of some information prepared in the Identification and Crime Laboratory Division concerning the development of latent fingerprints. It is my understanding that this material was forwarded to the Director's office initialed and approved by the proper officials of the Identification and Crime Laboratory Division, and with this initiailling I made certain of this material available to the Associated Press. I now learn that the officials of the Identification and Crime Laboratory Division were very much opposed to the releasing of any of this information for publication, but there was no indication upon the memorandum transmitted to the Director's office of any such objections.

I am further informed that as a result of this discussion certain officials of the Bureau have indicated that they have likewise been opposed to certain policies, actions and procedure of the Bureau, but they have not formally or even informally indicated their objection.

I consider this attitude to be entirely unwarranted, and to be indicative of a general lack of either interest or industry upon the part of such officials. The Executives of this Bureau have been selected for that purpose, not of acting as rubber stamps, but for the purpose of contributing ideas, suggestions and criticisms to the efficient and successful operation of the Bureau. I do not believe a single Executive of this Bureau can point to an instance where I have ever objected because of opposing views, or where I have at any time, in any way, endeavored to force an Executive to change his opinions or views concerning policies in the operation of this Bureau; yet, I now learn that at least some of the Executives of the Bureau do not consider it to be their responsibility or duty to express any views on policy unless specifically asked for the same. When I request memorandums to be prepared or send memorandums to be checked, these are not to be checked or prepared solely for typographical errors, or for form, but the matter of policy is to be considered also. Obviously,

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if it was merely for the checking as to form and typographical errors, that could be done by a fourteen hundred-dollar clerk and we would not need five thousand-dollar-and-over executives to do that kind of work.

I have previously indicated my annoyance at this somewhat lack-  
defined and indifferent attitude upon the part of our Executive Staff,  
and I want to note, for the last time, which is distinctly clear and under-  
standable to all members of this Executive Conference that the principal  
function of an executive in this Bureau is to express himself upon the  
policies, methods and operations of the Bureau, in addition to the  
handling of the detail work incident to his particular office. The  
fact that the life stories of the men here are something to be prepared  
does not mean that he cannot be prepared by an automatic, without any  
expression of views as to policy or method or manner of use of the material.  
It is my wish and it is my duty to see that this staff manifest this kind of  
an attitude when I have come expecting them to try to get them to  
participate actively in the operation and direction of this Bureau. As I  
have said, the only objection that I can have concerning this matter  
is either laziness or indifference.

In order, therefore, that there be no misunderstanding now con-  
cerning this matter, I desire that each of the persons to whom this memo-  
randum is being directed, submit to me immediately a memorandum setting  
forth any policies, procedure, suggestion or other form of operation of  
the Bureau with which they disagree, and the reasons for their disagreement.  
If they do not have any objection to the various policies, et cetera, of  
the Bureau, then I would like to have a memorandum in writing making that  
statement. It seems rather silly to have to specifically request this  
kind of a statement from a presumably intelligent executive force, but  
obviously from the discussion which occurred in the last meeting of the  
Executive Conference, there is a great deal of "back-passing" being  
made in, or, as I have said, indifference and laziness being manifested,  
and I want, and intend to have a termination to these practices.

Henceforth, each of the members of the Executive Conference will  
please express himself upon all phases of a matter and not merely consider  
it to be his function to do the clerical work incident to the same.

Very truly yours,

John Edgar Hoover,  
Director.

ADOLPH E. SCHONBERGER  
ATTORNEY AND COUNSELOR AT LAW  
30 Day Street  
St. George  
Staten Island, N.Y.

Telephone: . Gibraltar 7-7600

June 11th, 1935.

Mr. J. Edgar Hoover, Director,  
Federal Bureau of Investigation,  
U. S. Department of Justice,  
Washington, D.C.

Dear Sir:

Allow me to express my gratitude for the gracious treatment accorded Mrs. Schonberger and me by your subordinates on our recent visit to the Bureau of Investigation. We found your Bureau extremely interesting and the explanation given us tremendously enlightening. It was a revelation to both of us. In fact, the Bureau impressed me more than anything I saw in Washington.

The treatment accorded us by Messrs. Tolson, Tracy and Mintz was so courteous and considerate that it made a great impression upon us. The explanation and the interesting talk which Mr. Mintz gave us made us feel how well protected the citizens of this country are. We learned from him what excellent work your men were doing and were the rest of the citizens of the country to know the methods and exhaustive work done by your Bureau they would have no qualms for their safety against the enemies of society.

Again I wish to assure you of our gratefulness to you and your associates for the courtesy accorded us and when I am again in Washington I shall avail myself of your invitation to again call on you.

Sincerely,

(S) A. E. Schonberger

67-561-A-1531

JEH:HCB

June 7, 1935.

MEMORANDUM FOR MR. TOLSON  
MR. CLEGG

In regard to the attached memorandum of Mr. Clegg, dated June 4, 1935, I want to have prepared immediately details rather than generalities dealing with the training courses which we are desirous of instituting. We have been wasting, I think, quite some valuable time in discussing generalities pertaining to our training work. The Attorney General has directed me to proceed and to proceed promptly with the actual initiation of a police training course. I have yet to see, however, any detailed memorandum of the schedule, lecturers and hours for the revised and amended course for our own trainers and trainees, and I have not, of course, yet received any detailed schedule of courses and lecturers and hours for the police training school. We must get down to details and facts immediately in this matter. I cannot submit to the Attorney General the memorandum which he has requested me to prepare for release to the press of the detailed program for training, not only of our own men, but of the police officials, until something concrete has been worked out by the officials of the Bureau charged with this matter.

I wish, therefore, that Mr. Clegg would immediately prepare in detailed form a complete curriculum, giving the names of the courses, the names of the lecturers and the hours to be covered. I assume that Mr. Clegg has already procured the acceptances from the various persons who have been approved as lecturers. This is a most important and urgent matter, and cannot be allowed to drag along any longer.

Very truly yours,

John Edgar Hoover,  
Director.

Inclosure  
(Attached to Mr. Tolson's copy)

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June 17, 1935.

June 17, 1935.

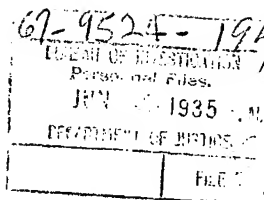
WINDY HILL, DREXEL, 1935

I would like to express to you, and through you to all of the assistants of the Bureau, who participated in handling the tour of the Boys' Anti-Graffiti Council of the University of Wisconsin at Stevens Point, Wisconsin, my sincere appreciation. The tour was eminently successful, and the good will and every person of the Bureau participated in the same. It was a most successful tour, and the entire staff of the Bureau reflected great credit to the Bureau. It was to be commended for the excellent manner in which it was planned and carried out.

Very truly yours,

John Edgar Hoover,  
Director.

Mr. Nathan .....  
Mr. Tolson .....  
Mr. Baughman .....  
Chief Clerk .....  
Mr. Clegg .....  
Mr. Coffey .....  
Mr. Edwards .....  
Mr. Egan .....  
Mr. Harbo .....  
Mr. Keith .....  
Mr. Lester .....  
Mr. Quinn .....  
Mr. Tamm .....  
Mr. Tracy .....  
Miss Gandy .....



JAM:MOB

June 15, 1935.

MEMORANDUM FOR MR. TOLSON

With reference to your memorandum of June 14, 1935, concerning the visit of the University Settlement Boys' Anti-Crime Council to the Bureau on June 16, I approve the suggested tour.

In connection with tours, I would like at this time to confirm certain comments which I made last evening, following the tour of the Little Congress. I have never seen a more miserably handled tour than the one conducted last night. The handling of the same devolved entirely upon Mr. Schilder, Mr. Burruss and myself. The rest of the Executive Staff of the Bureau and assistants who were present did lend a tremendous amount of atmosphere as onlookers standing back at the walls, letting the members of the tour flounder around the best they could, with what feeble aid Mr. Schilder, Mr. Burruss and I could render, to try to keep the interest and keep the tour moving. No arrangements had been made in the Identification Division to classify and search a fingerprint, which I think should always be done in the case of a special tour of persons specially interested in our work.

No arrangements were made to have the lights on in the various corridors and in the library, or if arrangements had been made, they had not been checked. I obtained a great deal of fine physical exercise in holding open the doors for the tour, while the Executive Staff of the Bureau and assistants swept through as if members of the British Monarch Jubilee en tourage.

At times I wondered whether we were conducting the tour for the benefit of the Bureau assistants who were present or for the members of the Little Congress.

In the rifle range Mr. Glavin spoke in a tone of voice that could hardly be heard a few feet away. What he said was all right, but he should have impressed upon him the fact that he is talking to a group of persons who are really interested in what he is saying and who are desirous of hearing him. A number did call out for him to speak louder, and for a few seconds he raised his voice, but again lapsed into the dulcet tones of a radio crooner.

No arrangements were made for the distribution of the envelopes; no arrangements were made for the tour to see the interior court; and

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JUN 15 1935



Mr. Tolson

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no arrangements were made for escorting the group out of the building. Mr. Schilder, Mr. Burruss and I had to take care of all these matters, notwithstanding the fact that Mr. Schilder spent at several hours talking, and should not have had this burden imposed upon him.

Returning to the laboratory, while the entire laboratory staff seemed to be on duty, their duties seemed to consist of standing back at the walls, looking on and remembering the speech, and making no effort to help in conducting the tour.

All in all, it was a miserable example of intelligent arrangement, of proper supervision, and of intelligent conduct on a tour which we desired to make a real success.

Consequently, in connection with a tour which is to be conducted tomorrow, while I note that you have a sufficient number of Bureau personnel to be available, I would like to be certain that this personnel does not merely lend its presence to the tour, but that it really gets in and does some work. I do not think that either Mr. Schilder or I should be expected to do the entire job of conducting the tour, including the manual labor of opening doors, getting on and off elevators and turning on the lights.

Very truly yours,

John Edgar Hoover,  
Director.

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JUN 10 1935

June 8, 1935.

MEMORANDUM FOR MR. TOLSON  
MR. LADD

On last Thursday, Mrs. H. V. Kaltenborn and her brother-in-law and sister, the Baron and Baroness Von Berckefeldt, I am informed, made a tour of the Bureau. I was very much surprised when Mr. Ladd phoned me to ascertain whether I would be willing to make an appointment after they had completed the tour, as I had not received any information that this group had been on tour in the Bureau. Mrs. Kaltenborn is the wife of the well-known radio news commentator, and it would seem to me that when any person or persons of public prominence are shown through the Bureau, I should be advised of the fact so that they are on tour in order that I might meet them, if the opportunity presents itself. Obviously, some persons of considerable prominence and importance are being taken on tour through the Bureau, and great attention being given to the fact that it might be desirable to inform the Director of these persons' presence in the Bureau so that he might see them. I believe it would be entirely possible for Mrs. Franklin Roosevelt to go a day, possibly join one of the tours, give her name, and be shown through, and the Director's office not even be informed that she had seen the Bureau's work and activities.

I wish that some greater degree of interest might be taken in matters of this kind and that I might be advised when persons having special interest in our work and projects go through the Bureau. The Director's office should be telephonically informed by the person in charge of the tour.

Very truly yours,

John Edgar Hoover,  
Director.

Mr. Nathan

Mr. Tolson

Mr. Boardman

Chief Clerk

Mr. Clegg

Mr. Coffey

Mr. Egan

Mr. Fox

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Hendon

Mr. Quinn

Mr. Nease

Miss Gandy

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JUN 10 1935  
U.S. DEPT. OF JUSTICE

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MEMORANDUM

June 7, 1935.

MEMORANDUM FOR MR. TOLSON

I have reviewed your memorandum of June 4, 1935, concerning the handling of the outgoing and incoming telegrams and teletype messages. I am astounded to learn of the slipshod methods followed in handling these messages. It is a marvel to me that there have not been some very serious losses concerning these matters. The only reason I believe there have not been is not due to any careful preparation or supervision of the system in operation, but is due to the high integrity of the employees. One should certainly have given this matter some study and careful consideration so that telegrams and teletype messages could have been handled in the most reliable manner, and at the same time with the utmost degree of safety so far as guarding the contents is concerned.

I do not approve the suggestion that an office of the Director's suite be utilized for a teletype and telegraph office. I have not insisted upon the space which I think is adequate for the Director's office, but I certainly do not intend to have any activities when they are created, to be carried in the limited and already crowded space assigned to the Director's office. There are a number of inspectors to be designated, and what little space is available in the Director's office may have to be utilized by these inspectors. I do believe, however, that a teletype and telegraph office should be set up on the fifth floor, and I desire that steps be taken toward removing the personnel file rooms from the fifth floor to the sixth floor, and that such portion of that space as may be necessary be utilized for teletype and telegraph offices. I think it would be well to consider the desirability of installing a direct telegraph wire from the Bureau to each of the telegraph offices in Washington, so as to obviate the necessity of utilizing a messenger between the telegraph offices in Washington and the Bureau.

I think that all coding and decoding of messages, both on the teletype and telegraph wires, should be handled in the teletype and telegraph office of the Bureau, and that there should not be the shifting from one place to another of the responsibility as now exists. In other words, I desire that after the messages have been approved by the Director, they be sent directly to the telegraph and teletype office, where they will be then coded and placed upon the wires. Hereafter, the copies that have to be filed, either in the Chief Clerk's office or the file rooms can be filed, but even those copies should be handled in the most careful manner and not be allowed to pass through many hands, as now appears to be the practice.

67-9524-191  
JUN 10 1935

U. S. DEPARTMENT OF JUSTICE

I think we should be particularly careful in the selection of our messenger force, so as to insure absolute integrity upon the part of our personnel. I do not believe that our leak has ever occurred within recent years from within the Bureau, but we have the tremendous tenacity and persistence of an insidious individual in the exercise connected with certain newspapers and press interests, and will resort to every means to obtain information from it. In order to be positive first, we make certain that our employees are of the highest degree of integrity and impress upon them the imperative necessity of handling their work with the utmost secrecy, and, second, that we are careful to select all confidential matters to be as simple as possible, and to surround them with the greatest number of safeguards.

I think, of course, that the telephone machine should be immediately set up as a cover system for a breach; that is to say, I think we should save it until it is within the first twenty-four hours after the capture of a spy or the capture of a telephone machine to be tied into a machine, and then we can be sure in all future cases. From Mr. Appel's report it would appear that the telephone system is the safest system for use and I think that we would not make a very prompt study of this matter to determine the extent of installation of telephone machines in all of our field offices. I have had some experience that the telephone system is never so treated as properly to make our telegrams, and we also know that conversations over long distances are apt to be listened in on by persons desirous of obtaining the information dealt with in our conversations. Consequently, if the tone is not too high, I will want to install telephone machines in all field offices, and restrict our messages to this matter of course. I think, of course, that messages sent over the telephone should be coded, at least in a small part, in the event of any possibility of a leak from the source. I think that instructions should be issued in the Bureau that the use of the telephone should be materially reduced in carrying on conversations concerning important investigations. I fear that there has been already too much telephonic conversation between Washington headquarters and field concerning the Hyperbolic case, and that it would be better to have such messages transmitted by teletype so as to insure against any possibility of a leak.

Will you please give these matters your immediate attention.

Very truly yours,

John Edgar Hoover,  
Director.

JLE/enk

May 23, 1935.

MEMORANDUM FOR MR. TOLSON.

With reference to the promotion of H. P. Sellers from Messenger to LAF-1, I note that your explanation is that as new messengers are appointed those already in the service are promoted to LAF-1 positions. Apparently, this is done without any inquiry upon the part of the Administrative Division as to whether the promotion is warranted and whether the employee has rendered satisfactory service. Obviously, such a procedure is most unsatisfactory. I have repeatedly indicated that no promotions of any kind are to be made unless the employee has actually earned the same, and I do not think recommendations should be sent to me for approval unless the personnel file of the employee has been carefully studied and a recent report obtained from the Supervisor as to the employee's ability and capacity.

I feel that there have been too many promotions made without first a study of each case, and henceforth I want this practice to be discontinued. I want to know that when I sign a recommendation for promotion, either from one grade to another, or of an employee within a grade, that the employee being recommended is actually worthy of the promotion and that it is not merely a routine mechanical procedure.

Very truly yours,

John Edgar Hoover,  
Director.

69-57539-24

MEMO

May 23, 1935.

MEMORANDUM FOR MR. TOLSON

With reference to the attached Memorandum of May 18th, of the Executives' Conference, covering the handling of Identification Orders, I will approve the selection of Special Agent R. C. Gillespie for the special work of issuing a pocket Identification Booklet. I want to make several observations, however, which I think are particularly pertinent to this matter. In the first place, I do not believe that this fugitive work has been handled or supervised in a proper and efficient manner over a long period. I have more than once indicated my feeling regarding this work and its importance, and apparently nothing or less than nothing has been done to improve it. We have two fugitive supervisors assigned to this work, yet I can not see exactly what is being done by them. We only have issued sixty-four Identification Orders, and information is not available upon the balance of the cases when asked for, and apparently no effort has been made up to the present time to obtain the necessary details in order to issue the orders on the cases, or to have the information at hand if it might be desired. I do want a monthly report prepared upon the status of this work, and I want a careful check and supervision given this most important type of work. I do not see why it would take any extended period of time to prepare these orders. It might require some overtime work, but it is very necessary and important and I want some pressure brought to bear on the fugitive supervisors in order that this work may be brought up to date, properly organized, and kept in an efficient manner.

Very truly yours,

John Edgar Hoover,  
Director.

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Incl.

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JER/enk

May 23, 1935.

MEMORANDUM FOR MR. TOLSON

With reference to your memorandum of May 23, 1935, relative to the failure to answer a communication received from Mr. Thomas P. Bond, Superintendent of the Postal Telegraph-Cable Company, Washington, D. C., I note that the explanation is that everybody along the line initialed this letter and sent it to the file and no one saw fit to give it the attention it should have received, namely a prompt answer. It of course is impossible to know how many other letters have been handled in a similar manner, but they no doubt will come to light in due time.

If we need more Supervisors in the Administrative Division of the Bureau I would like to be advised of that fact, so that I can have at least some degree of assurance that the correspondence being received in the Administrative Division is not being merely passed on and initialed without any attention being given to its contents or to action which should be taken upon it. One of two things must be true: either the present executive staff of the Administrative Division has lapsed into a state of calloused indifference or it is overworked to such an extent that it cannot give the proper attention to the work received by it.

Corrective measures must be taken in this situation so that there will not be a repetition of instances similar to that which occurred in connection with the letter from the Postal Telegraph-Cable Company.

Very truly yours,

John Edgar Hoover,  
Director.

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MAY 23 1935

★ MAY 23 1935 ★

P. M.  
DIVISION OF INVESTIGATION  
U. S. DEPARTMENT OF JUSTICE

Mr. Tolson  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Jones  
Mr. Mumford  
Mr. Quinn  
Mr. Nease  
Miss Gandy

K.T.D. Quinn

K.W.R. Glavin

67-9524-190

# Federal Bureau of Investigation

U. S. Department of Justice

Washington, D. C.

May 24, 1935.

CT:ACS

## MEMORANDUM FOR THE DIRECTOR.

With reference to your inquiry in connection with the case of Mr. Howard P. Kellers, Messenger, you are advised that it has been the practice in view of the expansion of the Bureau and the rather large number of newly appointed clerical employees, to recommend promotions of Cu 3 Messengers to Grade Caf 1 as additional messengers report for duty. However, any derogatory reports made concerning the work of messengers are taken into consideration prior to sending out any increases.

Respectfully,

*40*  
Clyde Tolson.

*No increases should be even  
be recommended unless  
warranted by satisfactory  
work.*

*J. C. H.*

MAY 28 1935

67-9524-189	
FEDERAL BUREAU OF INVESTIGATION	
MAY 25 1935	
U. S. DEPT. OF JUSTICE	
TOLSON	FILE
ROSEN	CHAS. CLK. MAY 25



May 23, 1935.

O

MEMORANDUM FOR MR. TOLSON.

Today I gave orders for stenographic tests to be given to all stenographers of the Bureau, I having failed to follow up these matters in the past, and apparently no one in the Bureau has seen fit to have regular stenographic and typing tests given to employees. While one of the purposes of the tests is to enable me to select a competent stenographer for my office, I also desired to obtain a picture of exactly what the stenographic proficiency was of our stenographic personnel. I learned that the stenographers attached to my office had not been included in the test, although I had issued orders that all stenographers should be given a test. Henceforth, then tests of this kind are given I would like to have all stenographers included, and there are to be no exceptions made for the personnel of the Director's Office.

I was particularly shocked to note that 18 of the employees listed as stenographers, and carried in grade of stenographers, failed to pass the stenographic test, and I further recall that some of these employees who were unable to qualify in this test as stenographers have been included in recent recommendations for increase in salary. I would like to have my previous instructions carried out; namely, that when increases in salary are recommended, it be definitely ascertained that the employee recommended for increase in salary is proficient and is actually entitled to the same.

In connection with the 18 stenographers who failed to qualify today, I decide that each of them be notified that another test will be given within the course of the next two weeks, and if they fail to qualify at that time it will be necessary to reduce them in grade and to assign them to strictly typing duties. I think that the fact that there are 18 stenographers, out of the 44 who took the examination, who failed may be explanatory of the reason why we are having such difficulty in getting the mail out in the Bureau. Obviously, persons are assigned to stenographic duties who are not stenographers and this condition should have been corrected long ago and it should not have been necessary for me to have to give it my personal attention.

Mr. Nathan  
Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Chief Clerk  
Mr. Coffey  
Mr. Edwards  
Mr. Egan  
Mr. Harbo  
Mr. Keith  
Mr. Lester  
Mr. Quinn  
Mr. Schilder  
Mr. Smith  
Mr. Tamm  
Mr. Tracy  
Miss Gandy

67-9524-188

270

Memorandum,  
Mr. Tolson.

2.

5-23-56.

I want steps taken immediately to see that typing tests are given to all persons who are classified as typists, or who are performing typing duties. Of course, any person desiring to take the typing test, but who is not classified as a typist, should be given that opportunity, and I assume that any person who was not listed as a stenographer but who was desirous of taking the stenographic test, was accorded that opportunity today.

Very truly yours,

John Edgar Hoover,  
Director.

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ON

OFFICE OF DIRECTOR  
FEDERAL BUREAU OF INVESTIGATION  
U. S. DEPARTMENT OF JUSTICE

CT:ACS

April 18, 1935.

Mr. Tolson	.....
Mr. E. A. Tamm	.....
Mr. Clegg	.....
Mr. Glavin	.....
Mr. Ladd	.....
Mr. Nichols	.....
Mr. Rosen	.....
Mr. Tracy	.....
Mr. Carson	.....
Mr. Coffey	.....
Mr. Edwards	.....
Mr. Egan	.....
Mr. Harbo	.....
Mr. Keith	.....
Mr. Lester	.....
Mr. Quinn	.....
Mr. Schilder	.....
Mr. Smith	.....
Mr. Tamm	.....
Mr. Tracy	.....
Miss Gandy	.....

MEMORANDUM FOR THE DIRECTOR.

For purposes of record, please  
be advised that I have been commissioned as a  
Lieutenant-Commander in the Naval Reserve of the  
United States Navy.

Respectfully,

0

Clyde Tolson.

67-9524-189

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JED:HAG

March 25, 1936.

MEMORANDUM FOR MR. TOLSON  
MR. CROOKER

With reference to the memorandum which has been sent to me relative to the armored car, I want to register very strong disapproval of the carelessness and sloppy manner in which this memorandum was prepared. In the first place, the specifications of the cars were not similar in each of the four bids. That is to say, one of the bids provides for a five-passenger car and the other three bids provide for seven-passenger cars. Furthermore, one of the bids refers to it as being fleet price and the other bids refer to it as being delivered. In preparing memoranda for this office, it would seem to me to be elementary that there should be a clear presentation of the facts and it should not be all jumbled up the way this memorandum was. I wanted this information for the Attorney General, who is leaving the city, and I have not yet been able to procure the same because of the jumbled state of the memorandum which was sent to me.

Very truly yours,

John Edgar Hoover,  
Director.

2 copies

c-2

67-691-135

378

343

March 11, 1935.

RECEIVED FOR U. S. TOLLON

I have been somewhat concerned about the manner in which matters which are discussed at the Executives' Conference reach the personnel in the Bureau before any decision or determination is made upon the Executives' Committee's recommendations to me. I have in mind specifically the matter concerning the opening of additional field offices. The Executives' Committee considered this matter and recommended to me that offices be opened in a number of places. I have not as yet reached a decision in this matter, but I have already received from various sources within the Bureau inquiries and requests for assignment to some of these new offices. For instance, Special Agent in Charge Waters wrote and stated that he had been advised we were opening an office at Trenton, New Jersey, and he desired to be assigned there; an Agent of the Service recently in conversation with you referred to the fact that we contemplated opening an office at Milwaukee; and a trainee attending one of the present training schools has informed me that he understood an office would be opened at Atlanta and he hoped he might be able to be assigned there.

Obviously, some person or persons attending the Executives' Conference have discussed this matter with persons not in attendance at the Conference, because the information could not get out in any other way. It is true that I have referred to the fact that we intended to open some additional offices, but I have not discussed with any one the places where the offices may be opened because I have not reached any decision in the matter.

I wish that you would impress upon each and every person attending the Executive's Conference that the Conference is a meeting for the discussion of problems and policies of the Bureau and that such discussions are to be treated in a confidential manner; and further, that no person attending this Conference should discuss matters taken up at the Conference with any other person in the Bureau or outside of the Bureau. It certainly ought to be possible for the officials of this Bureau to confer about matters and to have a full and free discussion of the same without having a disclosure of these discussions to Bureau personnel before the Director has reached a decision upon the matters discussed.

Such laxity as apparently has been indulged in by some Bureau officials may prove to be extremely embarrassing because it is entirely without the realm of possibility, and in fact probability, that efforts will be made

Mr. Tolson .....  
Mr. Parsons .....  
Mr. Boardman .....  
Mr. Nichols .....  
Mr. Tamm .....  
Mr. Clegg .....  
Mr. Glavin .....  
Mr. Ladd .....  
Mr. Rosen .....  
Mr. Tracy .....  
Mr. Egan .....  
Mr. Gurnea .....  
Mr. Harbo .....  
Mr. Hendon .....  
Mr. Pennington .....  
Mr. Quinn .....  
Mr. Nease .....  
Miss Gandy .....

Director has received 576  
67-9524-186

274

Mr. Tolson

- 2 -

3-11-35

by politicians to have certain places designated in charge of the new offices which are created or to bring pressure to bear to rent certain specific quarters, or to bring pressure to bear to have an office opened in another city in the State than the one which the Bureau may select. There must be an immediate cessation of general discussions of these matters by the Bureau officials outside of the Executives' Conference.

Very truly, yours,

John Edgar Hoover,  
Director.

2 copies  
C-1

275

67-102

February 22, 1935.

MEMORANDUM FOR MR. TOLSON

RE: [redacted]

I desire that immediate steps be taken to improve the preparation of correspondence and memoranda submitted to my office for approval or signature.

The attached cover memorandum, dated January 11, 1935, transmits a memorandum dated February 11, 1935, relative to supervision of the Supervisors Journal. A copy of this Journal is attached. The way it is not properly marked to show what changes are to be made, and according to the provisions of the memorandum referred to, it will be necessary for me to read lines on the various pages of the Journal in order to ascertain just where the proposed additions and deletions are to be placed. I am also unable to find any initials in the file folder appended to the memorandum, although it appears from a routing slip that several members of the Executive Conference - although not all - have reviewed it.

The memorandum further states that a copy of the organization chart is attached. However, I failed to find the same.

It is not a function of my office to prepare or receive memoranda or correspondence submitted by the administrative or investigative units. Material such as the attached is but further evidence of the gross carelessness and slipshod manner of handling matters at the Post of Government.

Very truly yours,

John Edgar Hoover,  
Director.

Incl.  
(Att. to Mr. Tolson's copy)

67-9524-185

cc: [redacted]

C. [redacted]

FEB 25 1935

Mr. Nathan .....  
Mr. Tolson .....  
Mr. Clegg .....  
Mr. Baughman .....  
Chief Clerk .....  
Mr. Coffey .....  
Mr. Edwards .....  
Mr. Egan .....  
Mr. Harbo .....  
Mr. Keith .....  
Mr. Lester .....  
Mr. Quinn .....  
Mr. Schilder .....  
Mr. Tamm .....  
Mr. Tracy .....  
Miss Gandy .....

SECRET

February 16, 1935.

MEMORANDUM FOR MR. TOLSON  
MR. LADD

I am particularly disturbed over the supervision and handling of the investigative work of this Bureau at Washington headquarters. This morning there came to my desk for approval a letter drafted for the Attorney General's department, addressed to the Secretary of Commerce, transmitting copies of Special Agent Loebl's reports on investigations in the Steamboat Inspection Service of the Department of Commerce. My attention was called to the fact that in these reports there appeared a statement that Mr. Loebl was verbally reporting the developments in this matter to the Assistant Director of the Steamboat Inspection Service, Mr. E. H. Hoover. When this investigation was ordered, I specifically directed that very great care and attention be given to it because of the fact that Mr. E. H. Hoover is my brother, and I did not want any action taken by this Bureau during the course of the investigation which could be in any way construed by persons so inclined as evidence of favoritism. For the same reason the investigation could be looked upon as unfair and biased since we were concerned. I did not have the time to personally supervise this investigation, and I did not know of the developments in the case or what action had been taken until the papers came to my desk. I was shocked to learn that Special Agent Loebl has been reporting verbally all developments in this matter to my brother, the Assistant Director of the Steamboat Inspection Service. Charges have been made, as I understand it, reflecting extreme irregularities upon the part of employees of the Steamboat Inspection Service, and we should have proceeded with the investigation impartially and thoroughly and submitted our reports direct to the Secretary of Commerce, who had requested the investigation to be made. Under no circumstances should any verbal reports have been made to any official of the Steamboat Inspection Service, and more particularly in this matter certainly no reports should have been made in this case in view of the relationship existing.

In no case do I believe that any Agent of this Bureau should verbally report to an official of some other Government Department or agency the developments of an investigation when we are requested to make an investigation, we should proceed with it and submit written reports upon the same, transmitting them in the proper manner to that Department or agency. It is a new procedure, to my knowledge, for Agents of this Bureau to report verbally their reports in investigations to other Governmental agencies interested, and I have never approved of the same, and I want this policy to be immediately re-established.

Mr. Nathan  
Mr. Tolson  
Mr. Clegg  
Mr. Glavin  
Chief Clerk  
Mr. Coffey  
Mr. Edwards  
Mr. Egan  
Mr. Harbo  
Mr. Keith  
Mr. Lester  
Mr. Quinn  
Mr. Tamm  
Mr. Tracy  
Miss Gandy

RECEIVED  
FEB 17 1935

67-9524-187

FEB 17 1935



In the beginning of my memorandum, I stated that I was somewhat concerned over the supervision of investigative work at the Washington headquarters of the Bureau, because just yesterday in the memorandum which I addressed to you, I called attention to the fact that Special Agent Loebl of the Washington Field Office had contacted the Department relative to the investigation of Charles Harris, the man under death sentence in the District of Columbia. Obviously, very little supervision or instruction is being given to these important cases, and I personally have not the time to go over each important special investigation; yet, in these two cases, which involve so much and in which a false step by this Bureau may result in public criticism and condemnation of the Bureau, actions have been taken without any attention being given to them by the supervising officials at the Washington headquarters. If we need more supervisors, please let me know, but my personal opinion is that it is not the number of supervisors which we need - it is the quality and the proper direction of the work.

Two other instances within very recent weeks have given me quite a concern. One is the approval by Washington headquarters of the transportation of the money and jewels in the Barker case from Jacksonville, Florida to St. Paul, Minnesota, and the other is the handling of the transportation of Volney Davis from Kansas City to Chicago. The latter resulted in very strong public condemnation in editorials and articles, of this Bureau, and in both of these instances very bad judgment was exercised, not only in the field, but at Washington headquarters, and the same bad judgment has been exercised in connection with the Harris case and with the Blaisdell Inspection case.

We must give very careful consideration to these matters and endeavor to exercise proper judgment so that actions taken will not be the basis upon which critics of the Bureau can resort to for harmful criticism of our work and procedure.

Very truly yours,

John Edgar Hoover,  
Director.

3 copies

C-1

278

JOHN EDGAR HOOVER  
DIRECTOR

Division of Investigation

U. S. Department of Justice  
Washington, D. C.

January 4, 1935.

Mr. Nathan	
Mr. Tolson	✓
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	✓
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Harbo	
Mr. Keith	
Mr. Lester	
Mr. Quinn	
Mr. Schilder	
Mr. Tamm	
Mr. Tracy	

Mr. J. Edgar Hoover,  
Director,  
Division of Investigation,  
U. S. Department of Justice,  
Washington, D. C.

Dear Mr. Hoover:-

Replying to your letter dated December 31,  
1934, concerning retirement regulations, please be  
advised that I desire my mother, Mrs. Josquin W.  
Tolson, 524 - 12th Street, S. E., Cedar Rapids, Iowa,  
to be named as my beneficiary in connection with  
the retirement fund.

Respectfully,

*Clyde Tolson*  
Clyde Tolson.

*replied 1/8/35*

*Reviewed  
Administrative  
3-12-35*

*file  
copy*

RECORDED

JAN 8 1935

373

JAN 7 1935

279

Division of Investigation

U. S. Department of Justice

1-30-35

Director,  
Division of Investigation,  
U. S. Department of Justice,  
Washington, D. C.

Dear Sir:

I am in favor of the adoption of the plan suggested by you for the establishment of a fund to be paid to the widow or designated beneficiary of any Special Agent of the Division of Investigation, United States Department of Justice, who may lose his life by violence in line of official duty, and am forwarding herewith (CHECK - MONEY ORDER - DRAFT) in the sum of ten dollars (\$10.00), made payable to the Chief Clerk of said Division, to be included in said fund. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:

The Director of the Division will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping, and expending of said fund, which committee will recommend appropriate action to the Director of the Division in pertinent matters. The Chief Clerk of said Division shall receive all contributions and account for same to the Director.

Upon the death of any Special Agent, the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. In the event of a finding that the death was by violence in line of official duty, appropriate instructions will be issued to the Chief Clerk, directing him to pay to the designated beneficiary the full amount of said fund as of the date of death.

It is further understood that I will contribute the sum of ten dollars (\$10.00) from time to time, as the need for such a fund may arise.

RECORDED

FEB 6 - 1935

67-9574-17

The following person is hereby designated as my beneficiary:

Name Mrs. Joaquin M. Tolson Address 524 Twelfth Street SE

Cedar Rapids, Iowa

Relationship mother

Very truly yours,

Coyde A. Tolson

10

22

34

42.

1

256

CT:ACS

November 21, 1934.

Rear Admiral Joseph R. DeLoach,  
Commandant, Navy Yard and Station,  
Washington, D. C.

My dear Admiral:-

It gives me pleasure to endorse the application  
of Mr. Clyde M. Tolson, Assistant Director, Division of  
Investigation of the Department of Justice, for appoint-  
ment in the Reserve Corps of the United States Navy. I  
feel confident that Mr. Tolson is well qualified to receive  
such a commission.

Sincerely yours,

WILLIAM STANLEY,  
The Assistant to the Attorney General.

1 copy

*Sign of W. Stanley*  
11-22-34

67-9524-181

RECORDED

NOV 22 1934

U. S. DEPT. OF JUSTICE

1

505

CT:ACS

November 20, 1934.

Rear Admiral Joseph R. Defrees,  
Commandant, Navy Yard and Station,  
Washington, D. C.

My dear Admiral Defrees:-

I am advised that Mr. Clyde A. Tolson, Assistant  
Director of this Division, is being considered for ap-  
pointment in the Naval Reserve Service.

Please be informed that the services of Mr. Tolson  
can be spared in time of war.

Sincerely yours,

John Edgar Hoover,  
Director.

1 copy

RECORDED

67-9524-180

NOV 21 1934

562

CHLACS

November 20, 1934.

Rear Admiral Joseph R. Defrees,  
Commandant, Navy Yard and Station,  
Washington, D. C.

My dear Admiral Defrees:-

I desire to endorse the application of Mr. Clyde A. Tolson, Assistant Director of this Division, for appointment to the Naval Reserve Service. Mr. Tolson has been in this service since April, 1928, and I consider him fully qualified for commission in the Reserve Corps of the United States Navy.

Sincerely yours,

John Edgar Hoover,  
Director.

1 copy

RECORDED

67-9524-179

NOV 21 1934


26

30-100

November 8, 1934.

MEMO PREPARED FOR MR. TOLSON

By Mr. Hoover

In regard to the attached memorandum of Mr. Edwards dated November 2, 1934, concerning the Student Fingerprint Classifiers, I want to make the one point when I entered the room in which these employees were receiving training, or at least appeared to be receiving training, all of them seemed to be relaxed in respect of relaxation. This included the instructor, whose identity I did not know at the time, but who, I later ascertained, was Mr. Lince. After I entered the room there was a gradual recovery of an air of industry, but even then a number of the Student Fingerprint Classifiers were nonchalantly relaxing, puffing on pipes. In the first place, it is my understanding that smoking is not allowed on the seventh floor, and while I cannot state definitely that the pipe which I saw in the mouth of one of these employees was lighted, yet if it was not lighted, I see no reason why the employee should have the pipe in his mouth. The pipe-smoking habit is bad enough when it is lighted, but I do not believe we should condone the practice of having the employees smoking on these pipes when the pipes are not lighted. The whole appearance was most disgusting and reflected no credit on the efficiency or industry of the Identification Unit. I am very much embarrassed in endeavoring to explain to our guests yesterday the reason for the general air of relaxation, and certainly I would have been far more embarrassed had I been accompanied by the Attorney General or by the Assistant to the Attorney General.

I want to have it definitely understood in no unambiguous manner that conditions of this type are not to exist in any portion or part of the Division.

Very truly yours,

John Edgar Hoover,  
Director.

Incl.  
(Attached to Mr. Tolson's memo)

2 copies

67-1916-112

PA/25



JRM:MB

November 8, 1934.

MEMORANDUM FOR Mr. Tolson  
Mr. Egan

I am particularly concerned over what I consider to be a general let-down in the discipline which should be maintained in the handling of the new trainees. The training school which concluded its course of instruction on the 17th of this month has caused us more trouble and concern than any previous training school. It was necessary to dismiss one of the trainees and to place the others upon probation because of tardiness in reporting for training. One of the two placed upon probation was late subsequent to the previous two cases, and he had certainly have learned a lesson the first. I fear that the inspector in charge of the training school is not instilling the proper discipline into the trainees. I have gathered the impression from observations made by other Division officials that there is entirely too much of the so-called "rah-rah" spirit in the training school, with not sufficient emphasis being placed upon the serious business at hand and upon the necessity for strict discipline upon the part of all employees of the Division at all times. I would like to have this latter taken care of at once. The classes which we have for training are not to be considered as college classes, nor is there to be any so-called "rah-rah" spirit tolerated or created in instructions. I personally do not believe that these trainees would have ever dared report late for classes had they had the proper principles of discipline instilled in them when they entered the training course. I think it is imperative, with the growing size of our Division, that strict discipline be maintained and that the new men particularly realize that we mean business, and that this is not a so-called college with the accommodations that generally go with college spirit.

Very truly yours,

John Edgar Hoover,  
Director.

2 copies

C-2

18-238

27

CONF

JAN:MOB

October 29, 1934.

MEMORANDUM FOR MR. TOLSON

My patience is about reaching the limit in connection with the telephone situation as it affects the Division. I do not know what progress has as yet been made by you with the telephone company, but I would like to have some action taken to insure the installation of the three-board system so that we may have the proper service. I have also indicated that I wanted steps to be taken to insure competent telephone operators on the board, and there is nothing more important or pressing at the present time than this, and yet I do not believe any real progress has been made toward actually securing the services of competent operators. Last evening I had occasion to call the office between 9:30 and 10:00. No one was on duty except the telephone operator, Mr. Snyder. Mr. Kleinkauf had left for the evening, and the man to relieve him was not due to arrive for an hour or two. I got in touch with Mr. Histerman, however, the supervisor on duty, and as I was desirous of reaching Mr. Whitley at New York, I had Mr. Histerman get in touch with Mr. Whitley and ask Mr. Whitley to call me at my home. Mr. Whitley not having my home telephone number, the same was furnished by the telephone operator on our board. When Mr. Kleinkauf was on duty last week, persons calling me at National 7117 were routed through to my home without the disclosure of my home telephone number. While I did not object to Mr. Whitley being furnished with that number, it seems to me that no one should be furnished that number without special authorization from me. The Whitley call could have been handled through National 7117, had the telephone operator been informed how to handle same. I do not place the responsibility on Mr. Snyder, because I do not think he has had the experience and training in this work, but yet he was assigned to be left alone on the board for some hours.

As I have indicated, I consider the matter of telephone service to be of the utmost importance in this Division, and I do not think proper attention is being given to seeing that it is established upon an efficient basis. I want to have a three-board station installed at once; I want to have competent operators placed on the board at once; and I do not want the man assigned to my office at night and on Sundays and holidays to leave until his relief man has arrived, as happened last night when Mr. Kleinkauf left without any one here to take his place.

Very truly yours,

John Edgar Hoover,  
Director.

1 copy

RECORDED

67-9524-178

SEARCHED	INDEXED
SERIALIZED	FILED
OCT 30 1934	
FBI - NEW YORK	

JEH:HCB

September 15, 1934

MEMORANDUM FOR MR. TOLSON  
MR. TAMM

I would like to know why an Interesting Case has not been prepared upon the Leavenworth, Kansas penitentiary escape. A few days ago when I had occasion to call for this Interesting Case, I was advised that none had been prepared. Obviously this is one of the outstanding cases, and has many particularly interesting angles. I think that you should immediately have a check made of the Interesting Cases and make certain that we have prepared and have readily available material upon all Interesting Cases.

Very truly yours,

John Edgar Hoover,  
Director.

67-15585-105

JOHN EDGAR HOOVER  
DIRECTOR

Division of Investigation

U. S. Department of Justice  
Washington, D. C.

EPC:CN

September 12, 1934.

MEMORANDUM FOR MR. TOLSON.

In connection with the Director's memorandum of September 7, 1934, regarding Mr. Cowley's lack of knowledge of the identification effected between the markings on the machine gun bolt found in a lagoon in Chicago and the Plaza and Lazia killings, you are advised the information concerning the identification was conveyed immediately to Mr. Edwards after it had been thoroughly verified on August 22nd. Mr. Edwards phoned the information to Mr. Tamm and I supplemented it with a memorandum on that date. Under date of August 28th the laboratory report was written and copies furnished the Chicago Office.

The examination in connection with this identification was very involved and extended over a long period of time. The gun was first received here on August 9th. Mr. Appel spent several hours a day on the case continuously for over two weeks. A large number of photographs were prepared with the assistance of Mr. Houser in Mr. Renneberger's Section. It was necessary to prepare most of these photographs at night to eliminate vibration. During the course of the examination Mr. Merle Gill of Kansas City arrived in the city with the original specimens of the Plaza murder and it was necessary to start all over again and make the examinations with the actual specimens. Due to the tremendous importance of the case every effort was made to check and verify the detail. It was not possible for Mr. Appel to devote his entire day on these examinations at this time for two reasons; one, the eye strain which results from prolonged examination through the microscopes, and secondly, the pressure of other current work which was delinquent.

As a result of the large amount of work involved of a ballistic nature it was recommended at the time that Mr. Wiard be brought to the Laboratory. Since his assignment here it is believed this situation is relieved.

RECORDED

Respectfully,

SEP 20 1934

*E. P. Coffey*  
E. P. Coffey.

For some time the Laboratory has been far behind in its work. I have noted little overtime performed by its personnel. I fear it is becoming too "scientific." More effort & less consistency would be helpful.

67-9524-171	
DIVISION OF INVESTIGATION	
SEP. 14 1934	
U. S. DEPT. OF JUSTICE	
TOLSON	EDWARDS
LEWIS	TAMM

J. E. H.

CT:ACB

September 10, 1934.

MEMORANDUM FOR MR. TOLSON

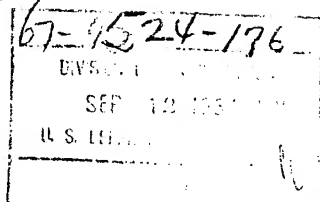
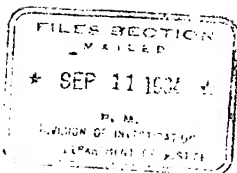
CHIEF  
CLERK  
RECORDS  
MAIL  
CLERK

I want to call to your attention in connection with the scheduling and interviewing of applicants for positions for you to personally receive the test papers from the applicant at the conclusion of the examination together with the questions submitted by the applicant.

In one instance recently, an applicant re-examination was not permitted to take the examination in full and as a result it has been necessary to prepare for him a re-examination for the in examining (1) the (2) applicant the test questions first. Furthermore, in receiving the test questions from the applicant, you should check the entire re-examination to see that all of the questions are correct. Where re-examinations should be sent or clerical employee be utilized in connection with the test papers referred to applicants or the receipt of tests from them.

Very truly yours,

John Edgar Hoover,  
Director.



JAN:KES

September 7, 1934.

MEMORANDUM FOR MR. TOLSON

RE: BIRMINGHAM

While in Chicago last week, I learned that Mr. Cowley had not been advised of the identification made in connection with the machine gun recently found in Lake Michigan, and which our Crime Laboratory found to have been the same gun used in the Kerner City massacre. Obviously, there is something wrong with the system of news transmission when the results of such an examination by our Crime Laboratory are not forwarded to the interested office or offices. Will you please check into this matter and ascertain how this oversight occurred, and take steps to insure that in the future such field offices conducting the investigation are advised of the results of the examinations by our Crime Laboratory.

Very truly yours,

John Edgar Hoover,  
Director.

Copies made:  
2 yellows  
2 ticklers

47-15545-106

22

Division of Investigation  
U. S. Department of Justice  
Washington, D. C.

CT: ACS

September 5, 1934.

MEMORANDUM FOR THE DIRECTOR.

With regard to your memorandum dated September 1st, please be advised that I have talked with Mr. Quinn concerning his failure to properly handle the matter of having copies of your Milwaukee address available for delivery to press representatives at the time the speech was made. The fault in this matter clearly lies with Mr. Quinn and in part with Mr. Lester, who should have given the matter more prompt attention. I have issued specific instructions concerning the handling of such matters in the future.

With regard to the press release concerning the seven persons charged in Chicago with harboring John Dillinger, there is no excuse for the failure of Mr. Quinn to have a sufficient number of copies of this release available early on the morning of your return from Chicago. Mr. Quinn states he showed the memorandum concerning this matter to Mr. Mann, who also apparently did not see the necessity for handling the matter in any other way. I have also issued instructions in this situation with a view to impressing upon the minds of officials at the Seat of Government the necessity for more prompt action in matters of this kind and also have prepared the attached memorandum dealing with this subject.

Respectfully,

Clyde Tolson.

Enclosure.

SEP - 6 1934

RECORDED

67-9528-175  
SEP 9 1969  
FILE

September 5, 1934.

MEMORANDUM FOR MR. ~~WATSON~~  
~~WATSON~~  
~~WATSON~~  
~~WATSON~~

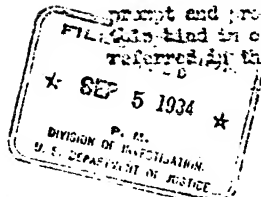
I want to again call to your attention the necessity for more prompt action in the matter of preparing material dealing with cases handled by the Division for press purposes. With regard to outstanding fugitives being sought by the Division and other important cases, it is imperative that a memorandum be available at all times listing in accurate and concise form the developments in the case so that upon the apprehension of such fugitives or the conclusion of such a case it will be possible to have available for immediate use complete information as to the background of the particular matter. The necessary photographs and criminal records in such cases should be available at all times so that there may be no delay in the issuance of appropriate press releases in Division cases.

Recently, two situations occurred with regard to making information available for press purposes. The first dealt with the address which I delivered before the American Bar Association at Milwaukee. Despite the fact that a copy of the address was made available to officials at the Seat of Government several days before the address was delivered, copies of the speech were not ready for press purposes when the speech was delivered.

The other incident involved the preparation of a press release following advice received from Mr. Conley at Chicago as to the substance of such release. Several hours had elapsed between the receipt of this advice and the need for the press release in proper form and yet sufficient copies of the release were not available for members of the press. However, the matter was not appropriately handled at Washington and it was necessary for me upon my return to Washington to wait some time before the material could be released to the press, during which time it was difficult to hold up the release of similar information at Chicago.

It is rather difficult to issue specific instructions in this matter which will cover all situations but I trust that hereafter prompt and proper action will be taken in connection with all material of this kind in order to avoid situations such as those to which I have referred in this communication.

Very truly yours,

John Edgar Hoover, ~~Special Agent in Charge~~  
Director.

RECORDED



September 1, 1934.

MEMORANDUM FOR MR. TOLSON

I would like to have you take up immediately the following two matters, which I consider to have been most improperly handled:

- (1) Why the address which I delivered at Milwaukee had not been mimeographed by noon Thursday. On Tuesday before I left, I received several requests from your office for a copy of the speech, in order that it might be mimeographed, and a copy was furnished, I believe, at noon Tuesday. Then I phoned Washington about noon Thursday, Milwaukee time, I was advised that the speech had not been mimeographed and apparently no one at Washington seemed to know the status of it, or knew that it was to be mimeographed for release.
- (2) Yesterday in Chicago I directed that Louis Piquett be arrested, and that complaints be filed immediately against the seven persons being held by us in Chicago, charging them with harboring a fugitive. I directed Mr. Conley to phone or wire Washington the press release which he desired to have issued on Saturday morning relative to this matter. Upon my arrival at Washington this morning, I immediately called Mr. Conley and he told me that he had phoned in last night about ten o'clock the press release which he thought would be appropriate. Upon making inquiry here at the office I found that it had been received; that no formal press release had been prepared; and the only steps taken were to record the message and transcribe it in two copies for my information, and it was not in the form for a press release. Consequently, we had to hold up the release of this information at Chicago for over an hour and a half, until the press release could be prepared. Instead of being released at nine o'clock, as it should have been, it was not released until 10:30 a.m. I have previously complained about the improper preparation of material for press releases, but with very little improvement manifesting itself.

The two above instances would seem to indicate that there is practically no system or arrangement for the proper handling of such matters at Washington. I wish that you would work out some sort of a plan and submit the same to me for approval immediately.

Very truly yours,

RECORDED

John Edgar Hoover,  
Director.

67-7524-173

SEARCHED	INDEXED
SERIALIZED	FILED

JUN 1933

August 23, 1934.

MEMORANDUM FOR MR. TOLSON

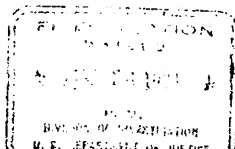
For the last several weeks I have had occasion to send to you written memorandums attached to files and papers, requesting either that you see me about the attached documents or that certain action be taken thereon. You have advised me from time to time that you have not received any such memorandums or notes from me, and consequently, the matters which I desired to have taken care of have not been taken care of in the manner that I wished.

This morning there came to my office a telegram from a Mr. Jackson, who has been appointed as a clerk in this Division. I routed the telegram through to your office, and I placed upon the personnel file of Mr. Jackson a "See Me" slip. Later in the morning the telegram and file came back to my office with an outgoing telegram attached to it, and there was no "See Me" slip attached to the file, as I had previously placed on it. There was a note on the file that it should be returned to you, and I am informed that it was intended that when the file was returned to you, the "See Me" slip would again be placed on the file. I fear that this is the way in which the various notes and memorandums which I have sent to you during the past several weeks have been lost or gone astray in some manner. I have a very distinct recollection of at least three instances in which I sent hand-written memorandums to you, directing that certain action be taken, and no action was taken of that character because of the fact that you stated you had not received the memorandum or the notation which I had made. I wish that you would arrange some system whereby memorandums which are sent to you from my office, attached to papers or files, are not detached by any one until after you have taken the matter up with me or acted in accordance with the written instructions which I have issued.

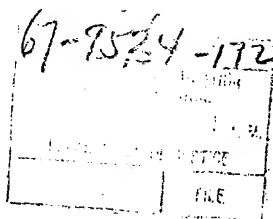
Very truly yours,

John Edgar Hoover,  
Director.

Mr. Nathan .....  
Mr. Tolson .....  
Mr. Clegg .....  
Mr. Glavin .....  
Mr. Ladd .....  
Mr. Nichols .....  
Mr. Rosen .....  
Mr. Tracy .....  
Mr. Carson .....  
Mr. Coffey .....  
Mr. Cowley .....  
Mr. Edwards .....  
Mr. Egan .....  
Mr. Harbo .....  
Mr. Keith .....  
Mr. Lester .....  
Mr. Quinn .....  
Mr. Schilder .....  
Mr. Tamm .....  
Mr. Trotter .....



RECORDED



J. E. H. C.

August 21, 1934.

Mr. Clyde Tolson,  
Division of Investigation,  
U. S. Department of Justice.

Dear Mr. Tolson:

It is with pleasure that I am inclosing  
herewith the letter of the Acting Attorney  
General, advising you of your promotion from  
\$7000 per annum to \$7500 per annum, in Grade  
Caf-11, effective August 16, 1934.

Sincerely yours,

John Edgar Hoover,  
Director.

Incl.

Mr. Nathan	.....
Mr. Tolson	.....
Mr. Clegg	.....
Mr. Glavin	.....
Mr. Ladd	.....
Mr. Nichols	.....
Mr. Rosen	.....
Mr. Tracy	.....
Mr. Carson	.....
Mr. Egan	.....
Mr. Gurnea	.....
Mr. Hendon	.....
Mr. Jones	.....
Mr. Quinn	.....
Mr. Nease	.....
Mr. Gandy	.....

✓

2226

RECORDED

67-9524-171 X

2042

August 14, 1934.

Mr. Clyde Tolson,  
Division of Investigation,  
Department of Justice.

Dear Sir:

Your undated letter of August 1, Division of Investigation, in which you informed that \$2500 per annum to V. J. ... (unclear) ... and ... (unclear) ... 1934, is payable from the ... (unclear) ... and ... (unclear) ... Division of Investigation, ... (unclear) ...

Sincerely,  
Respectfully,

(Signed) William Stanley

Acting Attorney General.

RECORDED

67-9524-171

137

JOHN EDGAR HOOVER  
DIRECTOR

Division of Investigation  
U. S. Department of Justice  
Washington, D. C.

August 22, 1934

Mr. J. Edgar Hoover,  
Division of Investigation,  
U. S. Department of Justice,  
Washington, D. C.

Mr. Nathan .....  
Mr. Tolson .....  
Mr. Clegg .....  
Mr. Daughman .....  
Chief Clerk .....  
Mr. Coffey .....  
Mr. Cowley .....  
Mr. Edwards .....  
Mr. Egan .....  
Mr. Harbo .....  
Mr. Keith .....  
Mr. Lester .....  
Mr. Quinn .....  
Mr. Schilder .....  
Mr. Tamm .....  
.....

Dear Mr. Hoover:-

I desire to acknowledge with thanks your  
letter of August 21st advising me of my promotion. I  
want you to know that your action in this matter is  
appreciated and I am most grateful to you.

Respectfully,

*Clyde Tolson*  
Clyde Tolson.

RECORDED

AUG 25 1934

67-9524-170

AUG 23 1934

DIRECTOR  
TOLSON

for  
Tamm  
6-23-34

JOHN EDGAR HOOVER  
DIRECTOR

Division of Investigation

U. S. Department of Justice

Washington, D. C.

August 16, 1934

Mr. Tolson	
Mr. Nathan	
Mr. Clegg	
Mr. Cowley	
Mr. Baughman	
Mr. Edwards	
Mr. Glavin	✓
Mr. Lamm	
Mr. Lester	
Mr. Harbo	
Mr. Keith	
Mr. Renneberger	
Files	

MEMORANDUM FOR MR. TOLSON.

It is suggested that in the event that the office preferences of employees are not considered necessary, that they be eliminated from the personnel books of Messrs. Tolson and Nathan.

Respectfully,

*W. R. Glavin*  
W. R. Glavin.

*approved*  
*8/16* ✓

RECORDED

67-9524-169

AUG 21 1934

20

August 6, 1934

MEMORANDUM FOR MR. SORNBORGER, APPOINTMENT CLERK

It is requested that letters be prepared transferring the following employees of the Division of Investigation, as indicated, payable from the appropriation for "Salaries and Expenses, Division of Investigation", FIELD, effective August 16, 1934:

<u>NAME</u>	<u>FROM</u>	<u>TO</u>
Mr. S. P. Cowley	Special Agent, Caf 15, \$5600 per annum	Special Agent, Caf 15, \$6000 per annum
Mr. E. A. Tamm	Special Agent, Caf 15, \$5800 per annum	Special Agent, Caf 15, \$6000 per annum
Mr. T. D. Quinn	Inspector, Caf 15, \$5800 per annum	Inspector, Caf 15, \$6200 per annum
Mr. H. H. Clegg	Inspector, Caf 14, \$6500 per annum	Inspector, Caf 14, \$7000 per annum
11 Mr. Clyde Tolson 11	Assistant Director, Caf 14, \$7000 per annum	Assistant Director, Caf 14, \$7500 per annum

Very truly yours,

John Edgar Hoover,  
Director.

Approved:

The Assistant to the Attorney General.

CC: Mr. Sornborger  
General Agent  
Fiscal Control  
Miss Waddle

67-11936-117

July 28, 1934.

0  
MEMORANDUM FOR MR. TOLSON

With regard to the attached file and correspondence upon applicant R. G. Hill, I am astounded at the lack of supervision in the handling of letters of this kind in the Stenographic Pool. Obviously, there has been no effort made by your office to properly check the handling of this work. In the first place, incoming letters - when copies have to be made of them - should be copied the day of receipt. Furthermore, if the Stenographic Pool has not sufficient stenographers, we should employ additional stenographers, or if any are on leave, the leave should be cancelled. I note it is stated by Miss White that the work has been from five to six days delinquent. I have not refused to recommend the appointment of any stenographers, and certainly in copy work there are available typists in the Division who can be put upon that, or at least there are typists who could be employed for such work. Manifestly, there is something radically wrong in the supervision of this section under your direction. I do not think that the responsibility lies entirely with the Stenographic Pool, as the memorandum would indicate, because there should be some supervision of the Pool by your office in addition to that of Miss White. If Miss White does not have the personnel to handle the work within the time that it should be handled, she cannot be blamed for the delinquency in that section.

R.G.

Will you also prepare a letter to Colonel Screws, as I previously indicated a few days ago, but which has not as yet been prepared, advising Colonel Screws of the status of the case of Mr. Hill. He should be told that in the first place, the man is beyond the age limit, and in the second place that he failed to pass the examination. I would like to have the letter particularly cordial because Colonel Screws is a personal friend of mine.

Very truly yours,

John Edgar Hoover,  
Director.

Incl.

Mr. Nathan	.....
Mr. Tolson	.....
Mr. Clegg	.....
Mr. E. A. Tamm	.....
Chief Clerk	.....
Mr. Coffey	.....
Mr. Glavin	.....
Mr. Ladd	.....
Mr. Nichols	.....
Mr. Rosen	.....
Mr. Tracy	.....
Mr. Harbo	.....
Mr. Keith	.....
Mr. Lester	.....
Mr. Quinn	.....
Mr. Tamm	.....
.....	.....



67-9524-118

BUREAU OF INVESTIGATION	
Personal Files.	
JUL 28	1 P.M.
DEPARTMENT OF JUSTICE	
	FILE



July 25, 1934.

MEMORANDUM FOR MR. TOLSON

I would like to have you take steps, because I believe it is a matter that properly falls under your supervision, to see that a better arrangement is effected in the handling of the work in the Director's office after closing hours. On Sunday, you will recall, you communicated with the office to inquire whether any important telegrams had been received during the course of the afternoon, and were advised that there were none. As a matter of fact, the telegram from Chicago advising of the arrangements made for the capturing of John Dillinger, had been received in the early afternoon, and this should have been read to you by the clerk who was on at night. I believe that the clerks should have impressed upon them the value and necessity of bringing such matters to the attention of the proper officials of the Division, particularly when inquiry is made by representatives of the Director.

Also, I think that some steps should be taken to see that the arrangements such as developed on last Sunday evening are not repeated in the case of another emergency. There was absolutely no privacy in the outer office where the telephone calls were being received and where the machine is in operation to record the same. The hall door was kept open, and persons not connected with the Division were allowed free access to the outer office. I believe that that door should be kept closed at all times into the hallway and that any persons calling should enter the office through the regular reception room. I realize that possibly the door has been kept open because of the ringing of telephones, but there should be stationed some clerk in that office to receive calls so as not to necessitate the keeping open of the hall door. The conditions existing on Sunday night during the heavy pressure of work were particularly disorderly and did not tend to efficient and smooth running of the office. This matter is under your supervision, and I therefore believe that immediate steps should be taken by you to see that a more efficient and effective arrangement is adopted.

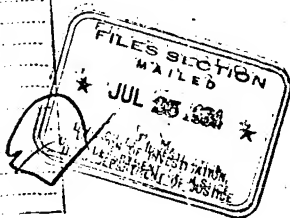
Very truly yours,

John Edgar Hoover,  
Director.

JUL 28 1934

FILE

Mr. Nathan .....  
Mr. Tolson .....  
Mr. Clegg .....  
Mr. Baughman .....  
Chief Clerk .....  
Mr. Coffey .....  
Mr. Cowley .....  
Mr. Edwards .....  
Mr. Egan .....  
Mr. Harbo .....  
Mr. Keith .....  
Mr. Lester .....  
Mr. Quinn .....  
Mr. Tamm .....



67-9524-167-

RECORDED

JEL:HCS

July 25, 1934.

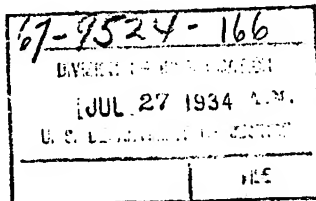
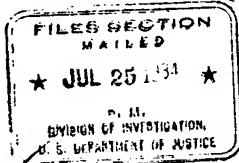
MEMORANDUM FOR MR. TOLSON

I would like to indicate my extreme displeasure at the manner in which the letters to the Police Chiefs who are members of the International Association of Chiefs of Police, extending an invitation to visit this Division, were handled. I have noted that a number of these letters were addressed to Police Chiefs to whom it should have been obvious to any one familiar with Division relations, that it was undesirable to address such communications to these persons. Obviously, the handling of our mailing list in matters of this kind, as well as in other matters, should be completely renovated and a more intelligent supervision of the same should be adopted. In connection with this matter, a few days ago I requested that copies of some of our releases be sent to the officers of the International Association for Identification, and a letter was prepared for my signature, transmitting some of these releases to Mr. Renoe, who happens to be an employee of this Division. The letter obviously was drafted because Mr. Renoe is a past President of the afore-mentioned Association. Whoever handled this matter handled it in a purely routine and mechanical manner, and I think that you should take steps immediately to thoroughly reorganize and see that proper attention is given to matters of this kind. If it is a question of personnel being changed, that is your responsibility, but obviously, the arrangement that exists at the present time is hopelessly inefficient.

Please give this matter your immediate attention, as it is assigned to you for supervision in the Division.

Very truly yours,

John Edgar Hoover,  
Director.



Mr. Nathan .....
Mr. Tolson .....
Mr. Clegg .....
Mr. Glavin .....
Mr. Ladd .....
Mr. Nichols .....
Mr. Rosen .....
Mr. Tracy .....
Mr. Carson .....
Mr. Egan .....
Mr. Gurnea .....
Mr. Harbo .....
Mr. Hendon .....
Mr. Jones .....
Mr. Quinn .....
Mr. Tamm .....

743

JEL:HCB

July 19, 1934.

Mr. C. Tolson,  
Division of Investigation,  
U. S. Department of Justice.

Dear Mr. Tolson:

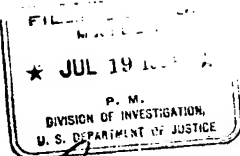
It is with pleasure that I am inclosing herewith the letter of the Assistant to the Attorney General, advising you of your promotion from \$6500 per annum to \$7000 per annum, in Grade Caf-24, effective July 16, 1934.

Sincerely yours,

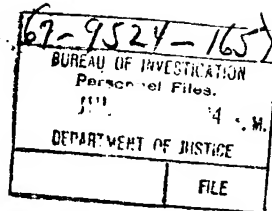
*J. Edgar Hoover*  
John Edgar Hoover,  
Director.

J. Edgar Hoover

Incl.



Mr. Nathan .....  
Mr. Tolson .....  
Mr. Clegg .....  
Mr. Baughman .....  
Chief Clerk .....  
Mr. Coffey .....  
Mr. Cowley .....  
Mr. Edwards .....  
Mr. Egan .....  
Mr. Harbo .....  
Mr. Keith .....  
Mr. Lester .....  
Mr. Quinn .....  
Mr. Tamm .....



DEPARTMENT OF JUSTICE

WASHINGTON, D.C. 20530

July 11, 1934.

To Mr. C. Tolson,  
Division of Investigation,  
Department of Justice.

Sir:

You are hereby transferred from one position to another in the  
Division of Investigation as indicated below:

<u>FROM</u>	<u>TO</u>
Position Assistant Director,	Position Assistant Director
Grade Caf-14	Grade Caf-14
Salary ,6500 per annum	Salary 7000 per annum
Appropriation "Salaries and Expenses, Division of Investigation", FIELD	Appropriation "Salaries and Expenses, Division of Investigation", FIELD Effective July 16, 1934.
	To succeed

~~You should execute the required oath of office.~~

Respectfully,

By the Attorney General:

(Signed) William Stanley  
to the  
Assistant Attorney General.

Attorney General.

RECORDED

67-9524-165  
BUREAU OF INVESTIGATION  
FEDERAL BUREAU OF INVESTIGATION  
JUL 16 1934  
U. S. DEPT. OF JUSTICE  
FILE

30

JOHN EDGAR HOOVER  
DIRECTOR

Division of Investigation

U. S. Department of Justice

Washington, D. C.

CT:CSH

July 11, 1934

Mr. Nathan .....  
Mr. Tolson ✓ .....  
Mr. Clegg .....  
Mr. Cowley .....  
Mr. Edwards .....  
Mr. Egan .....  
Mr. Quinn .....  
Mr. Lester ✓ .....  
Chief Clerk .....  
Mr. Tamm .....  
MAG

MEMORANDUM FOR THE DIRECTOR

In conformity with the requirements of the Manual of Rules and Regulations, the following information is submitted:

- (a) Marital status - single
- (b) Organizations with which connected - International Association of Chiefs of Police; Sigma Nu Fraternity; Phi Delta Phi Legal Fraternity; Masonic Order; University Club; Columbia Country Club; First Lieutenant, Military Intelligence Service, Officers Reserve Corps, U. S. Army.
- (c) Legal residence - Cedar Rapids, Iowa
- (d) Education - A.B. degree, George Washington University, 1925  
L.L.B. degree, George Washington University, 1927  
Member of District of Columbia Bar
- (e) Person to be notified in emergency - Hillory A. Tolson,  
1332 Farragut St., N.W.,  
Washington, D. C.

(f) None

Respectfully,

*Clyde Tolson*  
Clyde Tolson.

67-9534-1641  
DIVISION OF INVESTIGATION  
JUL 23 1934 P.M.  
U. S. DEPARTMENT OF JUSTICE  
Mr. Clegg  
TOLSON  
FILE

June 21, 1934

## MEMORANDUM FOR MR. SORNBORGER, APPOINTMENT CLERK

It is requested that letters be prepared transferring the following employees of the Division of Investigation, as indicated, payable from the appropriation for "Salaries and Expenses, Division of Investigation", FIELD, effective July 1, 1934:

<u>NAME</u>	<u>FROM</u>	<u>TO</u>
Mr. C. Tolson <sup>6</sup>	Assistant Director, Caf 14, \$6500 per annum	Assistant Director, Caf 14, \$7000 per annum
Mr. J. S. Egan ✓	Inspector, Caf 14, \$6500 per annum	Inspector, Caf 14, \$7000 per annum
Mr. T. D. Quinn ✓	Inspector, Caf 13, \$5600 per annum	Inspector, Caf 13, \$5800 per annum
Mr. W. H. D. Lester ✓	Special Agent, Caf 11, \$3800 per annum	Special Agent, Caf 11, \$4000 per annum

Very truly yours,

Director.

Approved:

RECORDED

The Assistant to the Attorney General.

CC: Mr. Sornborger  
General Agent  
Fiscal Control  
Miss Waddle

K

67-9524-164  
Sent by Mess.  
6-21-34  
✓

361

DIVISION OF INVESTIGATION

From Chief Clerk's Office Room 432

5-18-1934.

To: ☒ Director  
\_\_\_\_ Mr. Nathan  
\_\_\_\_ Mr. Tolson  
\_\_\_\_ Mr. Edwards  
\_\_\_\_ Mr. Clegg  
\_\_\_\_ Mr. Quinn  
\_\_\_\_ Miss Gandy  
\_\_\_\_ Chief, Unit \_\_\_\_\_  
\_\_\_\_ Chief Ident. Unit \_\_\_\_\_  
\_\_\_\_ Files Section \_\_\_\_\_  
\_\_\_\_ Equipment Section \_\_\_\_\_  
\_\_\_\_ Personnel Files \_\_\_\_\_  
\_\_\_\_ Supervisor, Steno. Pool \_\_\_\_\_  
\_\_\_\_ Proh. Unit \_\_\_\_\_  
\_\_\_\_ Supply Division \_\_\_\_\_  
\_\_\_\_ Division of Accounts \_\_\_\_\_  
\_\_\_\_ Mr \_\_\_\_\_

Chief Clerk.

5-18-1934  
C4  
92  
488  
711

DEPARTMENT OF JUSTICE

WASHINGTON, D. C. DJH-F

May 17, 1934.

MEMORANDUM FOR ALL OFFICIALS AND EMPLOYEES

Agreeably with the order of the Attorney General, dated May 9, 1934, concerning the Departmental Personnel Board, the organization of this Board hereafter will be:

C. E. Stewart, Chairman  
Brien McMahon  
Clyde Tolson  
Daniel J. Heffernan  
Howard Boyd, Secretary

William Stanley  
The Assistant to the Attorney General.

RECORDED

MAY 23 1934

67-9524-163	
DIVISION OF INVESTIGATION	
MAY 21 1934 P.M.	
U. S. DEPARTMENT OF JUSTICE	
EDWARDS	FILE

W.C. Carr



WRC:PLA

May 12, 1934.

Special Agent in Charge,  
Division of Investigation,  
U. S. Department of Justice.

ATTENTION: Mr. Tolson

Dear Sir:

There are being forwarded to you under separate cover, sufficient forms to be used by the Special Agents and Special Agents (A) attached to your office in submitting reports of their special qualifications and information relative to their education. It is desired that each Special Agent and Special Agent (A) fill out the form in duplicate. the original being forwarded to the Division and the copy being retained in the Field Personnel File of each Agent.

Only State Bar members and the members of the Bar of the District of Columbia are desired under the classification numbered 2. Under the degree of proficiency in languages, it is requested that notations be made by the agent as to whether he can read, write, and converse in the language mentioned. Those agents who are stenographers and typists should indicate the same under "Special Qualifications" and should state their speed in taking dictation and in typing. The vocations, avocations, and special miscellaneous qualifications desired are those in which an individual has had sufficient experience to enable him to satisfactorily perform the duties called for in that particular line of endeavor. It is also desired that under the heading "Special Qualifications" that Military Service be shown. In this regard rank held should be shown as well as the branch of service and unit or units in which the agent has served, for example:

John Doe: Sergeant, 4 years, U. S. Army, QM Corps; Cavalry and Infantry.

It will be incumbent upon you to impress upon all agents of your office the necessity for including any and all vocations and avocations in which they are qualified. Particular care should be exercised to see that the information furnished to the Division is complete and accurate. Please have these forms executed and returned to the Division at an early date.

Very truly yours,

J. E. Hoover  
Director.

67-822-251

DEPARTMENT OF JUSTICE  
OFFICE OF  
DIRECTOR, BUREAU OF INVESTIGATION

CT:ACS

May 17, 1934  
*rsy*

MEMORANDUM FOR THE DIRECTOR.

Mr. Heffernan telephoned me this morning stating that the Attorney General had designated me as a member of the Departmental Personnel Board. He states the new Board is to be made up of Mr. Stewart, Mr. McMahon, Mr. Heffernan, and the writer and that Mr. Howard Boyd in Mr. Stanley's office has been designated as Secretary of the Board. He states Mr. Gardner and Mr. Caldwell have been dropped from this work. I asked him whether you had been advised of this matter and he stated that he did not know but he assumed you would be notified by the Attorney General's office since the matter was handled there.

Respectfully,

*o*  
Clyde Tolson.

RECORDED

MAY 18 1934

17-9524-162	
BUREAU OF INVESTIGATION	
MAY 18 1934 A.M.	
U. S. DEPT. OF JUSTICE	
RECORDED MAY 18 1934	FILE

COPY

PAG:MG

April 23, 1934.

MEMORANDUM FOR MR. TOLSON.

The following Special Agents have not as yet qualified in the use of firearms:

SEAT OF GOVERNMENT

Appel, C. A.  
Clegg, H. H.  
Coxley, S. P.  
Edwards, J. J.  
Quinn, I. D.  
Schilder, L. C.  
Tolson, C. A. //

DETROIT

Erake, E. L. (A)

PHILADELPHIA

Browae, C. T.

PITTSBURGH

Chinney, G. H.  
Rider, J. C.

PIETER HAN

Lesotte, L.

PORTLAND

Petrovitsky, C.

BOSTON

Cocoin, H. (A)

ST. PAUL

Bennetts, S. C. (A)

BUFFALO

McFarland, J. P.

WASHINGTON

Pennington, L.

CHICAGO

Guerrero, F.  
Plummer, L.  
Purvis, M. H.

Special Agent (A) A. Hadert of the New York office cannot qualify because of defective eyesight.

Respectfully,

W. R. Glavin.

67-C-4347

May 1, 1934.

MEMORANDUM FOR MR. TOLSON

The marksmanship records of the Division reflect that you are not as yet qualified in the use of the pistol.

It is my desire that you endeavor to qualify in the use of this type of firearm on or before May 10th, 1934.

Very truly yours,

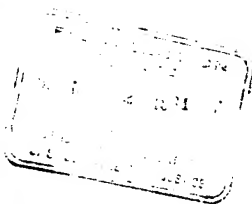
Director.

RECORDED

67-9524-161

SEARCHED	INDEXED
SERIALIZED	FILED
MAY 1 1934	
FBI - NEW YORK	

FILE



DIVISION OF INVESTIGATION

Room 318 2/24 1934.

To: ☒ Director  
☐ Mr. Nathan  
☐ Mr. Edwards  
☐ Mr. Clegg  
☐ Mr. Lester  
☐ Miss Gandy  
☐ Miss Finnell  
☐ Chief Clerk  
☐ Chief, Unit  
☐ Personnel Files  
☐ Files  
☐ Printing Section  
☐ Supervisor, Steno. Pool  
☐ Inspector  
☐ Miss Sheaffer.

Mr. Nathan  
 Mr. Tolson  
 Mr. Clegg  
 Mr. Cowley  
 Mr. Edwards  
 Mr. Egan  
 Mr. Quinn  
 Mr. Lester  
 Mr. Locke  
 Mr. Horel

Clyde Tolson.

FEDERAL BUREAU OF INVESTIGATION

Room 5101 \_\_\_\_\_ 1935.

To: \_\_\_\_\_ Director  
\_\_\_\_\_ Mr. Nathan  
\_\_\_\_\_ Mr. Clegg  
\_\_\_\_\_ Mr. Tamm  
\_\_\_\_\_ Mr. Edwards  
\_\_\_\_\_ Mr. Egan  
\_\_\_\_\_ Mr. Quinn  
\_\_\_\_\_ Mr. Baughman  
\_\_\_\_\_ Mr. Backus  
\_\_\_\_\_ Mr. Glavin  
\_\_\_\_\_ Mr. Swenson  
\_\_\_\_\_ Mr. Tracy  
\_\_\_\_\_ Miss Gandy  
\_\_\_\_\_ Mr. Renneberger  
\_\_\_\_\_ Miss Sheaffer  
\_\_\_\_\_ Mr. Kennedy  
\_\_\_\_\_ Mr. Seyfarth

See Me

Send File

*Mr. Tolson*  
*File in orig*  
*with the*  
*waup*  
*file*  
*is*  
*quite*  
*good + not recorded*  
*HR*

Clyde Tolson

315

CT:ACS

BIOGRAPHICAL SKETCH OF CLYDE TOLSON

Date of birth: May 22, 1900.

Place of birth: Grundy County, Missouri.

Legal Residence: Cedar Rapids, Iowa.

Education: Graduate Laredo, Missouri, High School  
Cedar Rapids, Iowa, Business College.  
A. B. Degree - George Washington University, 1925.  
LL. B. Degree - George Washington University, 1927.

Admitted to practice law before the Supreme Court  
of the District of Columbia and Court of Appeals  
of the District of Columbia.

Societies and organizations:

Sigma Nu Fraternity  
Phi Delta Phi Fraternity  
International Association of Chiefs of Police  
Masonic Order  
First Lieutenant, Military Intelligence Reserve Corps, U. S. Army.  
Columbia Country Club, Chevy Chase, Maryland.  
University Club, Washington, D. C.

Experiences: Appointed Clerk, War Department, July 12, 1918;  
November, 1920, appointed Confidential Secretary  
to former Secretary of War Newton D. Baker; retained  
this position under former Secretaries of War John W.  
Weeks and Dwight F. Davis; appointed Special Agent,  
Federal Bureau of Investigation, April 2, 1928; later  
served as Chief Clerk, Inspector, and as Special Agent  
in Charge of the Washington Field Office; on January 26,  
1931, appointed Assistant Director in charge of personnel  
and administrative work of the Bureau.

March 22, 1935.

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BIOGRAPHICAL SKETCH OF CLYDE TOLSON

Date of birth: May 22, 1900.

Place of birth: Grundy County, Missouri.

Legal Residence: Cedar Rapids, Iowa.

Education: Graduate Laredo, Missouri, High School.  
Cedar Rapids, Iowa, Business College.  
A. B. Degree - George Washington University, 1925.  
LL. B. Degree - George Washington University, 1927.

Admitted to practice law before the Supreme Court  
of the District of Columbia and Court of Appeals  
of the District of Columbia.

Societies and organizations:

Sigma Nu Fraternity  
Phi Delta Phi Fraternity  
International Association of Chiefs of Police  
Masonic Order  
First Lieutenant, Military Intelligence Reserve Corps, U. S. Army.  
Columbia Country Club, Chevy Chase, Maryland.  
University Club, Washington, D. C.

Experience: Appointed Clerk, War Department, July 12, 1918;  
November, 1920, appointed Confidential Secretary  
to former Secretary of War Newton D. Baker; retained  
this position under former Secretaries of War John W.  
Weeks and Dwight F. Davis; appointed Special Agent,  
Division of Investigation, April 2, 1928; later served  
as Chief Clerk, Inspector, and as Special Agent in Charge  
of the Washington Field Office; on January 26, 1931, ap-  
pointed Assistant Director in charge of personnel and  
administrative work of the Division.

February 23, 1934.

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HPL:FLA

February 16, 1934.

MEMORANDUM FOR: MR. EDWARDS  
MR. APPEL  
MR. QUINN  
MR. TOLSON  
MR. CLEGG

MR. CONLEY  
MR. JENNINGS  
MR. LOOSE  
MR. SCHILDER  
MR. COMPTON

The records of the Division reveal that  
you have not qualified as a Marksman with the pistol.  
It is desired that you give this matter immediate  
attention and that you qualify at the very earliest  
possible date.

Very truly yours,

Director.

67-21916-97

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**HAROLD NATHAN**  
Assistant Director.

Mr. Nathan is 53 years of age, a native of New York State and a legal resident of Cherrydale, Virginia. He holds an A. B. Degree from the College of the City of New York. He entered the service of the Division of Investigation on March 31, 1917, and was designated Assistant Director on May 1, 1925. Prior to service in Washington, he served in the capacity of Special Agent at Norfolk, Virginia, and was Special Agent in Charge of the offices of the Division of Investigation at Charleston, West Virginia; Baltimore, Maryland; and Pittsburgh, Pennsylvania. Mr. Nathan is the Assistant Director of the Division in charge of Investigations.

**CLYDE TOLSON**  
Assistant Director.

Mr. Tolson is 33 years of age, a native of Missouri and a legal resident of Cedar Rapids, Iowa. He holds A. B. and LL. B. Degrees from George Washington University and has been admitted to practice law in the District of Columbia. He is a member of the Sigma Nu College Fraternity, the Masonic Order, the International Association of Chiefs of Police, holds a commission as a First Lieutenant, Military Intelligence Reserve Corps, United States Army, is a member of the Columbia Country Club, Chevy Chase, Maryland, and the University Club, Washington, D. C. Prior to service in the Division of Investigation, he served as Confidential Secretary to Secretaries of War Newton D. Baker, John G. Weeks and Dwight F. Davis. He entered the Division of Investigation as Special Agent on April 2, 1926. He served as a Special Agent in the field service, Chief Clerk, Special Agent in Charge of the Washington Field Office, Assistant to the Director and Inspector. He was designated Assistant Director of the Division on January 26, 1931, and is in charge of the administrative and personnel work of the Division.

**HUGH H. CLEGG,**  
Inspector

Mr. Clegg is 34 years of age, a native and legal resident of Hattieson, Mississippi. He holds an AB Degree from Millsaps College in Mississippi and an LLB Degree from the George Washington University. He is a member of the Kappa Alpha and Sigma Epsilon Fraternities, the Masonic Order, the International Association of Chiefs of Police, the Alabama Sheriffs and Peace Officers Association and the Tennessee-Mississippi Sheriffs and Peace Officers Association. He entered the service of the Division as a Special Agent on August 12, 1926. He served as a Special Agent in Georgia, Missouri, New York and the District of Columbia. He also served as Special Agent in Charge of the Division offices at Washington, D. C., Atlanta, Georgia and Chicago, Illinois. He was designated an Inspector of the Division on October 14, 1930 and is now charged with the responsibility of direct supervision of investigations of violations of Federal laws handled by employees of the Division of Investigation throughout the United States.

**JAMES S. EGAN,**  
Inspector

Mr. Egan is 43 years of age, a native and legal resident of Omaha, Nebraska. He is a member of the Masonic Order and holds several accounting diplomas. Mr. Egan is a member of the Executive Committee of the International Association of Chiefs of Police. He entered the service of the Division as an accountant on June 6, 1922. He has personally handled many important investigations throughout the country involving accounting work. Mr. Egan was made an Inspector of the Division of Investigation in 1927. He personally supervises the investigation of cases under the jurisdiction of the Division of Investigation involving accounting matters.

**JOHN J. EDWARDS,**  
Inspector.

Mr. Edwards is 40 years of age, a native of Coal Creek, Tennessee, and a legal resident of the District of Columbia. He is a member of the Kappa Alpha College Fraternity. He holds an LLB Degree from George Washington University and he is a member of the District of Columbia Bar. Prior to service in the Division of Investigation, Mr. Edwards was employed as Counsel, ~~and~~ Assistant to Agent Tripartite, Claims Commission, Austria and Hungary and as Counsel of the General and Special Claims Commission, United

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John J. Edwards (continued)

States and Mexico. He entered the service of the Division of Investigation as a Special Agent on November 10, 1921 and served as a Special Agent in the New Orleans, Cincinnati, Detroit, Pittsburgh and New York offices. He was designated an Inspector of the Division of Investigation on December 16, 1932, and has administrative charge of the Identification Units of the Division. These Units consist of the Fingerprint Division, the Single Fingerprint Section, Technical Laboratory and the Statistical Section.

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JEW:MCB

November 8, 1933.

~~MEMORANDUM FOR MR. TOLSON~~

I wish that you would take up with the Assistant Directors, and confirm by memorandum, the fact that when any mail is forwarded by them bearing their initials though written by a supervisor assigned to them, I assume they approve and concur in the contents of the communication. If any Assistant Director does not concur in the memorandum transmitted, he should make appropriate notation to that effect, for otherwise the initialing of the same will be considered as approval.

Very truly yours,

Director.

67-0-2988

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JEH:SCB

October 31, 1933.

MEMORANDUM FOR MR. TOLSON

I would like to have orders issued to the effect that no supervisor in charge of any Unit of the Division is to order overtime without specific approval by an Assistant Director. When request for such approval is made of an Assistant Director I want to have very careful study and attention given to this request so that unnecessary overtime will not be ordered. Overtime should be ordered only when there is an emergency and is absolutely necessary.

Very truly yours,

Director.

67-0-2967

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6

JEB/FMF

July 26, 1933.

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Mr. C. A. Tolson,  
United States Bureau of Investigation.

Dear Mr. Tolson:

I want to express to you my sincere appreciation, as well as my strong commendation, of the intelligent and helpful manner in which you handled the arrangements incident to the visit of the group of police executives from Europe and the United States to this city today. I realize the handicap under which you were compelled to function in this matter by reason of having no information as to the program, but all of the arrangements made were so perfectly handled that I feel quite proud of the manner in which our Bureau responded, and it is in a large measure due to your efforts, and I, therefore, want to express my appreciation.

Sincerely yours,

67-9524-160	
AUG 31 1933 P.M.	
DEPT. OF JUSTICE	
	FILE

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I, Clyde Tolson do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office of

Assistant Director, Division of Investigation,

U. S. Department of Justice.

on which I am about to enter: So help me God.

(Sign here)

Clyde A. Tolson

Subscribed and sworn to before me this ) Where born (State only) Missouri

17th day ) Date of birth May 22, 1900

of August A.D. 1933 ) Whence appointed:

State \_\_\_\_\_ County \_\_\_\_\_

Congressional District \_\_\_\_\_

Notary Public

X—X  
: :  
: SEAL :  
: :  
X—X

Date of entry upon duty August 10, 1933

Residence The Westchester,  
4000 Cathedral Avenue, N. W.,  
Washington, D. C.

file  
HMC  
8-12-33

305



JOHN EDGAR HOOVER  
DIRECTOR

**U. S. Bureau of Investigation**

Department of Justice

Washington, D. C.

CT:ACS

Mr. Nathan .....
Mr. Tolson .....
Mr. Edwards .....
Mr. Clegg .....

7 *Wm*

July 5, 1933.

**MEMORANDUM FOR THE DIRECTOR.**

The following information is furnished in accordance with the provisions of Section 35 of the Manual of Rules and Regulations:

- (A) Marital status - single.
- (B) Societies and Organizations with which connected:
  - Sigma Nu Fraternity
  - Phi Delta Phi Fraternity
  - International Association of Chiefs of Police
  - Masonic Order
  - First Lieutenant, Military Intelligence Reserve Corps, U. S. Army.
  - Columbia Country Club, Chevy Chase, Md.
  - University Club, Washington, D. C.
- (C) Legal residence - Cedar Rapids, Iowa.
- (D) Education:
  - A. B. (1925) George Washington University
  - LL. B. (1927) George Washington University
  - Admitted to practice before Supreme Court of the District of Columbia
  - " " " " Court of Appeals of the District of Columbia.
- (E) Person to be notified in case of emergency - H. A. Tolson, brother,  
1332 Farragut St., N. W.,  
Washington, D. C.  
Telephone - Georgia 7130
- (F) Assignment preference - None.

Respectfully,

*Clyde Tolson*

Clyde Tolson.

*Copy to Division 7  
9524-159x*

<i>64-9524-159x</i>	
JUL 14 1933	
Div. Seven	
TOLSON	<i>326</i>

February 23, 1933.

MEMORANDUM FOR MR. TOLSON<sup>0</sup>

EDWARDS X

APPEL X

Yesterday during the course of a visit to Division Six and the Crime Laboratory, I noted that there were two Fingerprint Comparator machines, one in Division Six and one in the Crime Laboratory. I did not know why the Bureau should have two of these machines in its possession and upon making inquiry I was informed that the one in the Crime Laboratory was loaned to us by the manufacturer. If my recollection serves me correctly, I issued orders at least two or three months ago that all apparatus for use in the Bureau should be purchased and not received as a loan from the manufacturer and I directed at that time that any apparatus which was in the Bureau and had not been purchased by the Bureau should be returned to the manufacturer. Consequently, I am at a loss to understand why the machine in the Crime Laboratory had not been returned to the manufacturer. The explanation given, namely, that we were waiting for the manufacturer to call for the same, is unsatisfactory.

I would like to have you immediately check over all apparatus in the possession of the Bureau and that which is not owned by the Bureau through purchase should be immediately returned to the manufacturer. I want no further delay in this matter.

Very truly yours,

Director.

N  
FEB 23 1933  
DEPT. OF JUSTICE

67-9524-159	
BUREAU OF INVESTIGATION	
MAR 1 1933 P.M.	
DEPARTMENT OF JUSTICE	
	FILE A

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JOHN EDGAR HOOVER  
DIRECTOR

U. S. Bureau of Investigation

Department of Justice

Washington, D. C.

CAA:MAM

January 28, 1933.

MEMORANDUM FOR THE DIRECTOR.

After a review of cases which he has handled, it is my opinion that the name of Special Agent Clyde A. Tolson should be placed among those considered qualified to perform bankruptcy investigations.

Respectfully,

*C. A. Appel*  
C. A. Appel.

67-9524-158	
BUREAU OF INVESTIGATION	
JAN 31 1933 P.M.	
DEPARTMENT OF JUSTICE	
NATHAN Dunham TOLSON	FILE

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JEM:LO'B

November 10, 1922.

Mr. Clyde A. Tolson,  
Assistant Director,  
United States Bureau of Investigation,  
Department of Justice,  
Washington, D. C.

Dear Mr. Tolson:

I have just received a copy of Volume 1, Number 3, of "Fugitives Wanted by the Police" and I wanted to express to you my commendation of the expeditious manner in which this Bulletin has been prepared. I realize the large amount of work involved in the preparation of a bulletin of this type and the consequent time necessary in preparing and assembling it so I believe that the issuance of this Bulletin within such a short time after the text thereof had been finally approved is an indication not only of efficiency but of a keen interest in the success of this project. To you the major credit for this is due and I wanted to convey to you my appreciation therefor.

Cordially yours,

Director.

67-9524-157

NOV 12 1922
RECEIVED

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EPL:R:G

67-9524-156

November 7, 1932.

NOV 10 1932

Mr. C. A. Tolson,  
United States Bureau of Investigation.

Dear Mr. Tolson:-

I have received your memorandum dated November 3, 1932, in which you submit a suggestion for consideration with a view to the improvement of the work of the Bureau. Please be assured that I am appreciative of the interest in your work which prompted you to address the Bureau in this regard. Your suggestion will receive the Bureau's careful study.

Sincerely yours,

Director.

REAU FILES DIVISION  
MAILED

✓ 7 1932

✓

330

CT:ACB

November 3, 1932.

MEMORANDUM FOR THE DIRECTOR.

It is suggested that Section 90 of the Manual of Rules and Regulations be amended to include the following sentence: "The smallest unit of sick leave shall be one-half day." Many instances have been noted in which applications for leave have been incorrectly prepared and although a provision similar to the one suggested is contained in the Departmental Leave Regulations, I believe it would be well to insert the same in the Bureau Manual.

Respectfully,

C. A. Tolson.

*Att. 11-7-32  
HOL*

RECORDED

67-9524-156	
BUREAU OF INVESTIGATION	
NOV 8 1932 P.M.	
DIRECTOR	FILE
Tolson	ATHAN

October 4, 1932.

MEMORANDUM FOR MR. NATHAN  
MR. TOLSON X

I apparently live to learn.

This morning upon reading the morning papers I noted a statement attributed to Special Agent in Charge Conroy, of the Charlotte office, announcing that Clarence Stephan Wendler, who for some weeks has been the subject of extensive newspaper publicity not only in this country but abroad; who claimed to be the son of a rather prominent family in the Middle West; and had suffered an attack of amnesia; had been identified by this Bureau as being a deserter from the Navy and his home was originally in Richmond, Virginia. I was surprised when reading this article because I had had no information concerning it other than what I had read in the papers. I had no information that this Bureau had made any check of the fingerprint records or reached any conclusion in the case so, consequently, I was surprised when inquiry was made of me.

Upon making inquiry this morning to ascertain why I had not been so informed, I have been advised that a letter had been sent out to Mr. Conroy giving the details in this case and it was assumed that I would read the outgoing letter and thereby glean the information concerning the matter. I thought the Assistant Directors of the Bureau were fully cognizant of the fact that I could not read and did not read all of the outgoing mail as it would be a physical impossibility. I thought it was fully understood that I signed but very few of the outgoing letters and they were limited principally to Members of Congress and to Bureau employees dealing with matters of policy and discipline. However, my assumption apparently is incorrect in that I have been informed the reason a memorandum concerning this case was not sent to me was due to the fact, as I have indicated, that I would read the outgoing letter which I did not sign; had not seen; and had not read.

In order that in the future there may be no misunderstanding concerning these matters, I desire that, whenever there is an interesting case particularly one that has attracted national and international attention in the papers upon which this Bureau has some information, a memorandum be addressed to me concerning the matter irrespective of what correspondence may take place between the Bureau at Washington and its field offices. I do read all memorandums that are addressed to me but, as indicated, I do not and cannot read all outgoing mail. I had assumed that interesting cases would be called to my attention by memorandum but since my assumption was incorrect, I desire that henceforth I be specifically advised by

67-883-174

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memorandum of cases of interesting moment.

I might further add in comment upon this specific case that the Morning Post carries an Associated Press despatch from Charlotte, North Carolina, stating that Mr. S. B. Conroy had been informed by me by telephone that the fingerprints tallied with those of a man from Richmond, Virginia, listed as a Deserter from the United States Navy. I had no telephone conversation with Mr. Conroy but I am informed this morning, upon making inquiry, that Mr. Schilder had a telephone conversation with Mr. Conroy yesterday when this information was furnished to Mr. Conroy. Mr. Conroy assuming, but erroneously so, that the Director of this Bureau was kept advised of interesting developments, attributed the information which he received to me and when I am asked this morning about it by the press I am totally ignorant of what has transpired. I was again under the impression that there was some rule of this Bureau which required any Assistant in the Bureau making a telephone call to reduce to memorandum form the substance of his conversation and that this be sent to me promptly following the telephone call. I have not as yet - and it is now 9:45 A. M. - received any memorandum concerning this telephone call though I am informed that it transpired yesterday. I may be again under an erroneous impression that such a rule exists.

I want to indicate now in an unmistakable manner that I insist upon being kept informed of the operations of this Bureau at least in important cases and that I insist further that the rules promulgated by me for administrative guidance be strictly adhered to and I shall further insist that the Assistant Directors be held strictly responsible and accountable for the carrying out of these instructions. There are all together too many things transpiring in this Bureau handled by my Assistants without advising me of the same promptly. It frequently causes me embarrassment in dealing with Departmental officials and with press representatives.

In order that there may be a very distinct and clear understanding upon your part, you are instructed that henceforth no telephone call in this Bureau is to be placed by any official of the Bureau without immediately reducing to writing the substance of the conversation and forwarding it to me promptly. Furthermore, you are specifically instructed to keep me promptly informed by memorandum of any important developments concerning Bureau work at the Seat of Government. There are to be no exceptions to these instructions and you will please see that your subordinates comply with them promptly.

Very truly yours,

Director.

P. S. As a matter of fact, the information which I received this morning concerning the letter to Charlotte was misinformation, as the letter has just now reached my desk for signature, notwithstanding the fact that the papers this morning have given the matter extensive publicity.

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JEH:MO'B

September 27, 1932.

MEMORANDUM FOR MR. TOLSON.

I have today made inquiry to ascertain when the scientific equipment for the field offices for use in investigations was to be sent out to the field offices. I have been somewhat annoyed at the delay in getting this equipment sent out. My recollection is that the purchase of it was discussed and orders placed for the same in the early part of July and nearly three months have elapsed before the equipment has been procured and shipped. I was informed today that it was to be shipped out today.

I was also informed that it has been delayed in order to obtain a certain piece of apparatus which was delivered on September 20, 1932, and that the reason this equipment was not shipped out last week was due to the fact that Mr. John B. Sullivan, of Division Ten, has been away from the office. I can see no reason why the work of the Bureau should be held up because of the absence of an employee. This same sort of practice exists in Division Six where the Inspectors found work of employees, who were absent, stored away in file cabinets awaiting the return of such employees. This is a most undesirable practice and certainly arrangements should be made in all of the Divisions for the handling of the work promptly irrespective of whether the regular employee who handles the particular work is on duty or not. I have previously indicated the necessity of training employees not only in their own duties but in the performance of the duties of other employees in the Division so that absences, either by reason of furlough or sick leave, may not interfere with the proper functioning of the work. However, in the case of the shipment of this scientific equipment the same was held up because of the absence of Mr. Sullivan.

Steps must be taken immediately to see that other employees are fully acquainted with the duties of Mr. Sullivan and other clerks in Division Ten so that this condition will not arise again.

Very truly yours,

Director.

67-5677-152

P. S. Further complications have developed since I dictated the above, which confirm the impression I have had that there has been little or no system or attention given to the preparation of the scientific material

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to be sent to the field. I am now told that while the binoculars were delivered on September 20th, the material was not sent out due to the fact that some paper was missing. On September 23rd, this paper, which was to be sent with the scientific equipment, was found to be in Mr. Eaters' Division and the search revealed that the paper had been delivered on September 2nd, to Division Six and signed for by Mr. Mansley. In other words, from September 2nd, until September 23rd, the whereabouts of this paper seemed to have been more or less of a mystery and no one seemed to have taken it upon himself to ascertain where it was or what it was doing in Division Five. It will be noted it was delivered to Division Six on September 2nd, but it turns up in Division Five on September 23rd. Whether it had been in Division Five all of that time I do not know. However, on September 23rd, all of the paraphernalia was in Division Ten but could not be shipped out, I am informed, because of the absence of Mr. Sullivan.

Some steps must be taken to insure a proper handling of matters of this kind. It is inconceivable to me that a supply of special paper can be delivered to a Division and then become lost for approximately twenty days without there being a total lack of keeping of proper records of such matters. I realize that at the time this paper was delivered to Division Six that Division was handling the shipment of supplies, but later, when we created Division Ten, that Division should certainly have had turned over to it all pending supplies and how the paper could get around to the Crime Statistics Division is beyond my understanding; and why the Crime Statistics Division should have received it when it had not ordered the paper is also beyond my understanding. However, since there are so many things incident to the operation of Divisions Five, Six, Seven and Ten, which are beyond my understanding I assume that I can have a few more added to it.

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September 27, 1932.

MEMORANDUM FOR MR. NATHAN  
MR. TOLSON

I have just completed the reading of the reports of Mr. Egan and Mr. Clegg upon the inspections of the various Divisions of the Bureau at the Seat of Government and I have noted that a number of these Divisions were found to be improperly directed by the respective Division Chiefs. In some instances the physical conditions of the Divisions were most unsatisfactory and in others certain practices in the handling of the work had developed which were tending toward inefficiency. Notably Divisions One, Two and Six had conditions which should never have been permitted to develop.

I am strongly of the opinion that it should not be necessary to wait for an inspection by a Bureau Inspector of the Divisions to ascertain whether or not the work is being properly handled. I believe it to be one of the principal duties of the Assistant Director in charge of a Division to frequently check on its operations and personally to make inspections of the same to see that the Division is in proper condition. Had this been done in Divisions One, Two and Six, the Inspectors' reports would not have been as unfavorable as they were.

Therefore, I desire to emphasize to the Assistant Directors the imperative necessity of giving closer personal attention to these matters. I do not think that an Assistant Director can solely depend upon the issuance of an order to one of the Division Chiefs without taking steps to see whether this order has been carried out. He must make a personal inquiry and inspection and I would like to have this done so that in the future when a regular inspection is made by a Bureau Inspector the situation will not be found to be as undesirable as upon the recent inspection.

Very truly yours,

67-883-173

Director.

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